

NANPA TECHNICAL REQUIREMENTS DOCUMENT

(Description/Specifications/Statement of Work)

June 13, 2002

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Section 1

Introduction

1.1 Purpose

This document defines the North American Numbering Plan (NANP) Administrator's technical, operational, and system requirements and describes the full functionality required of the designated North American Numbering Plan Administrator (NANPA). It also serves as a reference document to other resources, such as industry guidelines, United States Federal Communications Commission (FCC) orders, technical standards, and technical requirements that support the NANP.

The contractor shall, at the FCC's discretion, perform the duties of NANPA from February 2003 through January 2008.

1.2 Scope

This document describes the technical responsibilities of the vendor selected by the FCC to serve as the NANPA. The primary scope of this document is to define the NANPA's performance within the United States.

The NANPA role in the United States includes the following functional areas: overall NANP Administration, Central Office (CO) Code Administration, Numbering Plan Area (NPA) relief planning, collection and analysis of utilization and forecast data, report generation, and all other related NANP administration functions. Each of the functions is described further in the document.

1.3 Background

The NANP is the basic numbering scheme for the public switched telecommunications networks (PSTNs) in the following 19 countries (formerly known as World Zone 1): Anguilla, Antigua & Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, and the United States (including Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands).

The format of the NANP is consistent with International Telecommunication Union (ITU) Recommendation E.164 "The International Public Telecommunication Numbering Plan."

The administration of the NANP was originally the responsibility of AT&T until divestiture. At that time, Bellcore was instructed to take over this administrative task. In 1997, this

function was awarded to the company that is now NeuStar through a competitive bid process conducted by the industry at the direction of the FCC.

The term NPA Code refers to an area code that is the first three digits of a telephone number. Each digit in a telephone number is identified by an alphabetical character in the order ABC-DEF-GHIJ, consisting of a 3-digit NPA (ABC), a 3-digit CO Code (DEF), and a 4-digit Line Number (GHIJ). This is in the format NXX-NXX-XXXX, where: N = digits 2 to 9 and X = digits 0 to 9 (e.g., 613 is the NPA code in the NANP number 613-781-0610). There were 309 geographic NPA codes in service as of June 2002. The number of new area codes assigned in the United States since 1995 is shown in the table below:

Year	Number Assigned
1995	14
1996	11
1997	32
1998	22
1999	39
2000	23
2001	19

There shall be a transition from the current administrator to the new administrator should the NANPA responsibility be awarded to a new party.

1.4 Attributes

NANPA's role is to be the neutral number administrator, subject matter expert, and steward of the numbering resource.

NANPA is the designated independent, neutral entity responsible for assigning and administering NANP resources in an efficient, effective, fair, unbiased, and non-discriminatory manner consistent with regulatory directives and industry guidelines, and is required to comply with state regulatory decisions, rules and orders, as applicable, as long as they are not in conflict with FCC decisions, orders, and rules.

NANPA shall also ensure that numbering administration in the United States is effective, while using the expertise and innovation of industry to promote number optimization. It also

supports efforts to accommodate current and future numbering needs, and to advise the industry and regulators relative to numbering issues (*e.g.*, potential resource exhaust).

1.5 Environment

1.5.1 Regulatory

The FCC has authority over numbering within the United States. The other NANP member nations exercise similar regulatory jurisdiction.

The FCC has delegated specific authority to state regulatory agencies in the United States. All states have been delegated authority over NPA Relief Planning. In addition, some states have been given authority to trial certain number conservation measures. They have also been granted authority to obtain data, reclaim resources, and establish and enforce number allocation standards.

In the future, regulatory authorities may issue rules, requirements or policy directives, which may increase, decrease or otherwise affect the functions to be performed by NANPA.

1.5.2 Federal Advisory Committee

The North American Numbering Council (NANC) is a Federal Advisory Committee established pursuant to the United States Federal Advisory Committee Act, 5 U.S.C., App. 2 (1988) (FACA). The NANC was established to advise the FCC on issues related to NANP administration, and to advise the Commission on local number portability (LNP) administration issues. The NANC develops policy recommendations on numbering issues, initially resolves disputes, and provides guidance to the numbering administrators.

The NANC's charter under the FACA provides that, in carrying out its responsibilities, the NANC shall ensure that NANP administration supports identified policy objectives. The NANC shall ensure that NANPA:

- Facilitates entry into the communications marketplace by making numbering resources available on an efficient, timely basis to communications service providers
- Does not unduly favor or disfavor any particular industry segment or group of consumers
- Does not unduly favor one technology over another
- Gives consumers easy access to the public switched telephone network
- Ensures that the interests of all NANP member countries are addressed fairly and efficiently, fostering continued integration of the NANP across NANP member countries.

The NANC has oversight responsibility for NANPA and the Billing and Collection Agent.

1.5.3 Industry Activities

The industry develops number administration guidelines for the United States based on industry consensus and regulatory direction. The Industry Numbering Committee (INC), operating under the auspices of the Alliance for Telecommunications Industry Solutions (ATIS), is the industry forum established to develop such guidelines.

The mission of the INC is to provide a forum to address and resolve industry-wide technical issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the NANP area.

INC guidelines incorporate federal regulatory requirements with technical and operational principals. The guidelines also recognize the existence of specific regulations in states where FCC-delegated authority has been granted.

Industry guidelines and regulatory directives are subject to change throughout NANPA's Term of Administration.

Section 2

General Requirements

This section describes the functions to be performed by NANPA.

The scope of this document encompasses a national contract that is defined by FCC rules, FCC orders, state regulatory directives made under FCC delegated authority, and industry guidelines.

This document describes the functional requirements, administrative tasks, and components of the responsibilities and duties of NANPA. The bidders shall also refer to related regulatory orders issued by the FCC and states with delegated authority, industry guidelines, technical standards, and NANC-related documentation. A listing of identified reference documentation can be found in Appendix B.

2.1 High-Level Requirements

The four high level requirements of the NANPA are as below.

2.1.1 Assigning and Administering NANP Resources

In accordance with 47 C.F.R. § 52.13(b), NANPA shall assign and administer NANP resources in an efficient, effective, fair, unbiased, and non-discriminatory manner consistent with regulatory directives and industry guidelines.

2.1.2 Accommodating Current and Future Numbering Needs

NANPA shall participate in industry efforts to accommodate current and future numbering needs at the NPA level and the NANP level. NANPA shall advise the regulators and industry relative to numbering issues, potential resource exhaust, and all routing and rating issues that may affect service to users.

In addition to its many day-to-day number resource assignment and administrative activities, NANPA shall provide sufficient focus on long-term planning to ensure the continued viability of the NANP. NANPA shall update its processes, procedures, systems, and forms to reflect regulatory orders, rules, and directives.

NANPA shall implement a planned approach utilizing effective forecasting and management tools in order to make everyone aware of the availability of numbering resources to meet current and future needs.

Critical components of NANPA include NPA relief planning and providing systems and tools for managing number administration.

2.1.3 Administrative Resources for Legal, Financial, and Technical Responsibilities

NANPA shall maintain necessary administrative resources to handle the legal, financial, and technical responsibilities required to manage all numbering resources.

2.1.4 Supervision for All Services and Responsibility for Achieving Performance Objectives

NANPA shall provide management supervision for all of the services it provides, including responsibility for achieving performance objectives. The establishment of these objectives is a collaborative effort between NANPA, the FCC, state commissions, NANC, and INC.

2.2 Relationships

2.2.1 United States

NANPA shall establish and maintain relationships within the United States, such as the FCC, other federal agencies, and state regulatory authorities, as appropriate.

NANPA shall cooperate with and actively participate in policy and technical numbering bodies and industry forums, such as NANC and its subtending groups, and INC.

2.2.2 International

NANPA shall develop and maintain communications with all other NANP member countries to ensure that their numbering needs are met.

NANPA shall attend U.S. Department of State Study Group A meetings.

In addition, NANPA shall maintain a working knowledge of ITU Study Group 2 activities for the benefit of the U.S. telecommunications industry.

Attendance at international meetings is not covered by the scope of this contract.

2.3 Administration and Management

NANPA shall manage the NANP in accordance with the most current regulatory directives and policies and published industry guidelines.

Occasions may arise where decisions and interpretations are required on issues that have not yet been addressed. NANPA shall have the knowledge and capability to recognize these instances and refer them to the appropriate body for resolution.

NANPA shall perform as the steward of the numbering resources. In this capacity, NANPA shall monitor the status of resources in all areas of the NANP and take appropriate action to ensure the timely availability of numbering resources.

2.3.1 Requests for Numbering Resources

Applications for numbering resources shall be submitted to NANPA by service providers via the Internet, facsimile, or the U.S. Mail. NANPA shall use a standard electronic format for application transmissions. All applications received by NANPA shall, in turn, generate a confirmation back to the submitting service provider.

NANPA shall review requests for numbering resources (*e.g.*, NPAs, central office codes) for accuracy and appropriateness per FCC requirements and industry guidelines.

2.3.2 Service Provider and Regulator Support

NANPA shall serve as the information resource for regulatory bodies and the industry concerning numbering resource issues related to NANP administration (*e.g.*, ITU E.164 Recommendation, NANP, NANP Administration, regulatory issues affecting numbering, number resource assignment guidelines, CO Code administration, and relief planning and relevant international numbering issues).

NANPA shall respond to inquiries about the numbering plan. NANPA shall provide, upon request, information on how to obtain current documents and forms related to NANP administration (including application for automated access to its systems and all other materials needed to properly request the assignment, disconnect, or change of numbering data) by referring requesters to specific NANPA web pages where they can download electronic copies or other sources as appropriate (*e.g.*, FCC, state commissions, INC). NANPA shall provide copies of documents it generates by facsimile or U.S. Mail if the document is not available via the Internet. A list of documents related to NANP administration is provided in Appendix B.

2.3.3 Numbering Resource Optimization

NANPA shall provide assistance to users of numbering resources and suggest alternatives, when possible, that shall optimize numbering resource utilization.

NANPA shall coordinate its numbering resource activities with the Canadian Number Administrator and other NANP member countries' administrators to ensure efficient and effective management of NANP numbering resources.

NANPA shall be knowledgeable regarding other potential numbering resource optimization methods (*e.g.*, rate center consolidation, individual telephone number pooling, thousands-block number pooling) and the potential impact upon the NANP itself. NANPA shall remain completely neutral and shall not take a position that favors one numbering resource optimization method over another.

NANPA shall not take independent action with respect to adoption of optimization methods that are not within existing guidelines or regulatory directives. However, NANPA shall recognize optimization opportunities and bring this information to the attention of the

appropriate body for consideration. NANPA shall be cognizant of its obligation to remain neutral.

2.4 Cost Allocation

NANPA shall determine the final allocation methodology for sharing costs between NANP countries in accordance with the Billing and Collection Agent Requirements Document, or appropriate regulatory documentation. Should cost allocation disputes arise, NANPA shall request NANC guidance. NANPA, in no circumstances, decides on its own the cost methodology or allocation between and among NANP member countries.

2.5 Staffing

NANPA shall maintain the necessary staffing levels to support industry and regulatory work relevant to the management of all NANP numbering resources.

NANPA shall maintain necessary administrative resources to handle the legal, financial, and technical responsibilities connected with the management of all numbering resources.

NANPA shall maintain the necessary equipment (*e.g.*, inventory systems, facilities, and proper billing arrangements associated with day-to-day management of numbering resources) to support this staff.

All employees and subcontractors of NANPA who have access to a service provider's confidential information shall execute a non-disclosure agreement that remains in effect for one year following the termination of employment.

Subcontractors may be used to perform work under this, or subsequent, Terms of Administration.

2.6 Telecommunications Requirements

NANPA shall have voice and data capabilities in order to communicate with all clients and the public concerning NANP administration.

Each NANPA staff member who has responsibilities for interfacing with clients shall be reachable directly by those clients.

The telephone system shall provide the capability to allow a caller to easily leave a message. This may be accomplished by an electronic messaging system that allows the caller to leave a message for the person called.

NANPA shall maintain access to routing and rating databases (*e.g.*, Routing Database System [RDBS] and Business Rating Input Database System [BRIDS]¹). This can be accomplished through dial-up access. NANPA shall also have access to the information contained in the Local Exchange Routing Guide (LERG) or an equivalent.

NANPA shall maintain access to situation specific Number Portability Administration Center (NPAC) data. The data shall be obtained from the NPAC administrator per the details defined by the North American Portability Management, Limited Liability Corporation (LLC) that oversees the vendor of the local number portability systems and administration or as otherwise provided by FCC requirements.

2.7 Daily Operations

NANPA shall be available a minimum of five business days a week (Monday through Friday), eight hours a day during the business hours of its clients. However, since the NANP serving area covers several time zones, NANPA shall provide a mechanism (*e.g.*, voicemail, email, facsimile) to be accessible on a 24-hour basis in order to meet the needs of all of its clients.

NANPA shall maintain a log of all client contacts for review by the Auditor and other parties as designated by the FCC.

2.7.1 Inquiry Response

NANPA shall respond within the next business day (to be defined in the time zone where the inquiry was originated) to general inquiries or questions.

NANPA shall monitor and report on its customer response rates. This report shall be furnished upon request and used to review the NANPA's customer service activities per the annual performance review process.

2.7.2 Emergency Notifications

NANPA shall be called upon to provide industry notification outside of the accepted timeframes defined in industry guidelines. These notifications shall be issued as appropriate and necessary depending on the circumstances.

¹ RDBS/BRIDS is a Telcordia system that the industry uses to provide input access to the LERG. The LERG is the Local Exchange Routing Guide that contains the rating and routing information for assigned CO Codes.

2.7.3 Holidays

NANPA shall observe U.S. holidays. The following is a list of holidays that NANPA shall Years Day observe:

- New
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

NANPA shall be open for business on all other days.

On an annual basis, NANPA shall post a list of the holidays observed and the calendar dates of those holidays on the NANPA web site.

2.8 Physical Location

The physical location of the NANPA facility(s) is at the discretion of the contractor.

NANPA shall notify clients and the public, by appropriate means, prior to any facility location or telephone number change.

2.9 Travel

NANPA staff shall travel, when necessary, to meet the needs of NANPA (*e.g.*, NANC, INC, NPA jeopardy situations, NPA relief planning meetings, or as otherwise necessary to comply with FCC requirements).

2.10 Modification of Guidelines

NANPA shall participate in the development and modification of guidelines and procedures, which may affect the performance of NANPA functions. These changes may come from regulatory directives and/or modifications to guidelines. In addition, new guidelines may be developed as appropriate to comply with regulatory directives. NANPA shall adopt and implement any changes that are consistent with regulatory directives when they are officially released, recognizing that some may constitute a change in the scope of work.

NANPA shall:

- Provide, in real time, technical guidance to ensure processes and procedures are effective in meeting the goals of the change

- Assess and share in real time the cost implications and administrative impact upon the NANPA duties and responsibilities
- Provide contributions, describing how it benefits the NANP and how it shall affect NANPA's duties, obligations or accountability.

Within seven days of a change, NANPA shall provide its interpretation of the change, its impact upon service, the date the new change is effective, what steps in current procedures shall change and when any new forms or procedures shall be required. This information shall be provided to the FCC and the NANC.

NANPA shall post changes in procedures on its web site prior to the change taking effect.

Clients shall be consulted regarding the suggested implementation date to determine if the impact upon service provider processes and systems is not unduly burdensome or unfairly disadvantages to any service provider or group of service providers per the NANPA's obligations and NANP administrative principles.

Specifically, NANPA shall:

- Notify all clients (interested parties) when guidelines have changed
- Interpret Guideline Changes and impact upon processes
- Identify Implementation date or effective date
- Provide notification of new forms or tools that may be acquired
- Identify a Single Point of Contact (SPOC) within NANPA to answer questions
- Accept, process, and verify the accuracy of applications for CO Codes in accordance with CO Code (NXX) Assignment Guidelines, INC 95-0407-008
- Contact code applicant as necessary to gain clarification or additional information in order to process the application when first submitted
- Review entire application, identifying all errors and omissions when first submitted
- Provide information or location of tools and contacts to assist applicants in properly completing applications for connects, changes and disconnects.

2.11 Audits

NANPA and service providers shall be subject to audits to verify their compliance with guidelines and regulations relating to all applicable areas of number administration.

2.11.1 For Cause Audits of Service Providers

In the performance of its numbering administration duties and in meeting its responsibilities, NANPA may encounter situations that may alert it to a service provider's possible noncompliance with the industry guidelines. This noncompliance warrants the need for a "For Cause" audit.

In these situations, NANPA shall document its observations and forward relevant information to the FCC, service provider, and appropriate state commission.

NANPA shall maintain the confidentiality of all obligatory information throughout the auditing process.

2.11.2 Other Audits of Service Providers

NANPA shall be required to provide specific data to an auditor in order to facilitate the audit of a service provider. Routinely there are four audits per quarter.

2.12 Dispute Resolution

NANPA may be involved with dispute resolution. These disputes could arise from the performance of NANPA activities, from industry forum activities, from conflicting government or regulatory policy directives or directly from the NANC. The extent of involvement of NANPA in the resolution of disputes shall depend on the nature and origin of the dispute. A Dispute Resolution process, established by the NANC, shall be followed for determination of the controversy.

NANPA shall assign numbering resources based on regulatory directives and industry guidelines. A disagreement may arise when NANPA is assigning or denying the assignment of a resource, and NANPA shall be required, based on the relevant regulatory directives, assignment guidelines, and the NANC Dispute Resolution process, to address and, if possible, resolve the disagreement. In addition, disputes may arise between regulatory authorities of NANP member countries and NANPA may be required to participate in the resolution of the issue between the countries involved.

NANPA shall interpret and apply relevant guidelines, directives, and Orders, including the use of the *Binder of Decisional Principals* to resolve a disagreement when assigning or denying the assignment of a number resource. When resolving misunderstandings between NANP members, NANPA shall notify the NANC of the issue and relevant documents used in the resolution attempt.

Disputes may also arise within industry numbering activities. When this occurs, NANPA may be requested to participate in dispute resolution by providing guidance and/or historical data.

NANPA shall abide by the NANC dispute resolution process. NANPA shall provide any information it has relative to the dispute to the appropriate group responsible for resolving the dispute.

For all disputes, concerns, complaints, and issues raised by clients, oral or written, NANPA shall prepare a document that contains:

- Description of the dispute, concern, complaint, or issue (Recorded within one business day)
- Plan of action (Recorded within one business day)
- The resolution and reasoning (Recorded with one business day of resolution)
- Business days passing before referred to NANC and/or Regulators
- Business days passing before resolution accepted by complainant.

2.13 Data Security

NANPA shall be responsible for maintaining the security, reliability, performance and flexibility of the NANP administration systems. The systems shall protect the sensitive nature of any information provided by service providers, the Pooling Administrator (PA) or any other source of proprietary or confidential information.

NANPA shall protect any service provider-specific data designated as confidential unless otherwise directed by that service provider or the FCC.

2.13.1 Limited Access

All work areas shall have limited access and secured record retention practices to ensure that service provider-specific data is afforded the level of security required to maintain its designated security status.

NANPA systems shall have, at a minimum, security measures that are in conformance with the FCC Computer Security Program. Systems shall include appropriate security measures for confidential data and accessibility for all service providers to their own information through an appropriately secured mechanism. NANPA shall provide state commissions limited password-protected access to the CO Code administration database.

2.13.2 Physical Security

NANPA shall provide suitable security for any and all computer systems that contain assignment information and proprietary applicant information. This includes any system that is connected to any telecommunications network. NANPA shall maintain and enforce physical security procedures that conform to the requirement to maintain confidential and proprietary information.

NANPA shall also be responsible for the activities of any subcontractors to ensure the security of all systems and data, including requiring all subcontractors execute a nondisclosure agreement.

NANPA shall ensure that any data requested by a non-NANPA entity is protected as confidential by that entity through applicable law or other documented nondisclosure mechanism.

2.13.3 Site Visits

The FCC, with or without notice to NANPA, shall have the right to make visits to NANP administration and data centers to review safety/security requirements. If the safety and physical security procedures do not comply with those specified, NANPA shall correct such noncompliance within ten business days.

In the event of non-compliance NANPA shall implement corrective measures and give notice of such implementation to the FCC, and the FCC may make one or more follow-up visits to the affected data center, as necessary, to confirm that the deficiency has been rectified. The FCC's rights under this paragraph shall not in any way limit the FCC's ability to visit the data center for reasons other than a safety/security visit.

Inspections shall include, but not be limited to, subcontractor facilities, telecommuting employees of NANPA or subcontractors, NANPA or subcontractor maintenance organizations, or individuals on traveling status with access to NANPA's systems.

2.13.4 Data Accessibility

Systems shall have logon ID and password access. Formal access shall be initiated upon receipt of a completed logon ID request form having the proper signature approvals from the requesting organization. The user's security requirement sets the correct level of record access and system capabilities. For forms and reports requiring an applicant signature, a valid logon ID and password shall be considered tantamount to an applicant signature.

2.13.5 Unauthorized Access

In the event that NANPA becomes aware of an unauthorized access to its systems or user or service provider data, NANPA shall immediately notify the FCC and the applicable user(s) by email, investigate the unauthorized access, and provide the FCC and its designees with reasonable access to all resources and information in NANPA's possession as may be necessary to investigate the unauthorized access. The FCC shall have the right to conduct and control any investigation relating to unauthorized access that it determines is appropriate.

2.14 Implementation Plan

NANPA shall provide an Implementation Plan to the FCC within 30 days of contract award. The objective of this Implementation Plan shall be to achieve a seamless continuance of NANPA services across Terms of Administration.

2.15 NANP Transition to Successor

NANPA shall transfer in the case of termination or at the expiration of the term of administration to the FCC or designee, all hardware and software contracts used in conjunction with the NANPA system. This means that everything transfers, including all items attached to the NANPA system.

This NANPA transfer is additionally subject to the termination and continuity provisions in Section H.

Any other equipment or contracts associated with NANPA day-to-day operation shall transfer. This shall include but is not limited to:

1. The system and all its supporting documentation
2. All software
3. All hardware
4. Computers and related equipment
5. Other peripheral devices
6. All NANPA records both current and stored.

2.15.1 Transfer Efficiency

The transfer of such physical property shall be performed in a manner that shall ensure an efficient and orderly transition of the NANPA system and associated equipment to a successor's environment in a fully operational state.

2.15.2 Technical Support

NANPA shall provide at least 15 working days, but up to 45 working days over a 6-month period, if required, of technical support to ensure a smooth transition of the system.

2.15.3 Documentation

The contractor shall provide the FCC with copies of all documentation specified in the System Documentation Plan.

2.15.4 Transition Plan

NANPA shall, 180 calendar days prior to contract termination, provide a detailed plan for an efficient and orderly transition. This transition plan shall follow the format, as applicable, of Reference 24, *Software Transition Plan (STrP)*.

2.16 Term of Administration

NANPA shall serve for an initial period of five years.

At any time prior to the termination of the initial Term of Administration, the Term of Administration may be renewed up to five years in length with the approval of NANPA and the FCC.

2.17 Interfaces

NANPA shall interact with the PA, the NPAC, the LERG, state, Federal and NANP member country regulatory authorities, as well as with service providers.

NANPA shall also interact with the news media concerned with numbering matters. Information and data shared with the news media shall be factual in nature, publicly available and previously made known to the industry and regulators prior to media disclosure.

At this writing, NeuStar is both the PA vendor and the NPAC vendor. Telcordia maintains the LERG. Service providers, federal and state regulators, and NANP member countries are responsible for establishing mutually-agreed upon communication interfaces to the NANPA that meet their individual equipment requirements.

2.17.1 Interface With the Pooling Administrator

The interface between the PA and NANPA shall be used to exchange information (*e.g.*, NRUF) on the status of the pool and to solicit data that is relevant to the daily functions of each administrator.

2.17.2 Interface With the LERG

NANPA shall have access to the LERG to perform both its administrative functions and the required Enterprise Service.

The LERG interface consists of dial-up modem access. The interface shall be used to enter data into Telcordia RDBS for CO Code assignments. (The RDBS is used to modify LERG data.) This interface shall be used to view LERG data, as needed. Telcordia offers other methods of viewing LERG data. NANPA shall arrange directly with Telcordia for LERG access.

2.17.3 Interface With the Number Portability Administration

The interface shall be used to request information from the NPAC about NXXs that are about to be reclaimed by NANPA to ensure that there are no ported TNs contained with the NXX targeted for reclamation. If there are ported TNs found by NANPA on the targeted NXX, the NANPA shall refer to the appropriate guideline for alternative reclamation processing steps.

2.17.4 Interface With the Service Providers

The SP interface shall be used to receive NANP resource applications and to send assignments, in a relay between the NANPA and a service provider.

Any or all of the following interfaces also may be necessary, depending on the particular service provider with which interaction is taking place: system-to-system (FTP), web site, e-mail, facsimile, and U.S. Mail. For example, these interfaces shall be used to receive requests and to send assignments. It is also used for NRUF form submissions and to return a confirmation receipt to the service provider after an application and/or form has been accepted by the NANPA system for processing. NANPA is responsible for ensuring the availability of the interface.

2.17.5 Interface With the Regulatory Agencies

This interface shall support state regulatory access as appropriate to forms and applications filed by service providers. It may also be necessary to fulfill a data request by voice, facsimile or U.S. Mail. For example, the interface shall be used to provide a regulator aggregated forecast and utilization data for an NPA within their jurisdiction.

NANPA may be called upon to testify in regulatory hearings. In these cases NANPA shall ensure that its testimony is specific to the scope and requirements of this contract. Any costs associated with testifying in regulatory hearings shall be treated as enterprise services.

NANPA shall also be responsible for interfacing with regulatory authorities in person, when requested by such authority. The nature of these meetings may be educational or informational depending on the circumstances and issues identified.

2.17.6 Interface With the Media

NANPA shall also be required to communicate with the press.

NANPA shall prepare press releases and speak to the public in matters relating to all aspects of administration and management of NANP resources.

2.17.7 Interface With the ITU Technical Standards Bureau

NANPA shall interface with the ITU—Technical Standards Bureau (TSB) when required to provide information regarding the NANP. This information shall consist of the latest web

links, contact individuals and timely information on the NANP, and any changes to the NANP (e.g., the introduction of new NPAs) as required from national numbering administrators per ITU Recommendations.

2.17.8 Interface With the ITU Study Group 2

NANPA shall interface with the U.S. State Department and participating service providers through their attendance at ITU Study Group 2 meetings and activities. The NANPA's role shall be to advise the participants as to whether international issues and conflicts shall have an impact on the management and availability of NANP resources.

2.18 Mobile Identification Number Block Identifier Administrator

NANPA shall be required in the U.S. to work with the neutral third party Mobile Block Identifier (MBI) administrator, currently NCS Pearson, for the Mobile Identification Number (MIN) administration for wireless LNP.

All MIN-based wireless providers shall have to register existing MBIs and obtain new ones through the MBI Administration group at NCS Pearson. NANPA shall interface with the MBI Administrator on, among other issues, MBI Resources and NPA splits.

2.18.1 MBI Resources

MBI Administration needs to continually add MBI resources to its database. The MBI Administration Guidelines and Procedures, developed by Cellular Telephone Industries Association (CTIA) and the MBI Oversight Council, state that "MBI Administration shall monitor the assignment of central office codes on an ongoing and timely basis." The NANPA shall provide the MBI Administrator information on the resources that are available as assignable MBIs.

2.18.2 NPA Splits

In an NPA split situation, the wireless providers retain the MINs of the old NPA, even if their Mobile Directory Numbers (MDNs) change because of the split. The MDNs associated with the MINs may have a different NPA and may become available for assignment in the old NPA, but the MINs or MBIs remain the same so that customers do not have to bring in their handsets to be reprogrammed. If an NPA-NXX combination becomes available for assignment of MDNs in the old NPA, that corresponding MIN bloc should already show up in the MBI administrator's database as "assigned" and the corresponding MINs shall not be assigned again to a different carrier. In addition, the MBI Guidelines state that the MBI administrator shall not assign the corresponding MBIs for unassigned CO Codes in order to accommodate non-LNP capable carriers. This is true for all NPAs. If, however, the MBI has already been assigned before the split and now the corresponding NPA-NXX becomes available for MDN assignment in the old NPA, it creates a need for a possible liaison with

NANPA so that NANPA does not assign newly available or "freed-up" NPA-NXX combinations to non-LNP wireless carriers. This is because the corresponding MBI would already be assigned and would not be available.

Section 3

NANP Administration

NANPA is responsible for management, administration, and assignment of all designated numbering resources within the NANP.

The following list identifies NANP numbering resources that fall under NANPA's direct responsibility and management:

- NPA Codes
- CO (NXX) Codes
- International Inbound NPA 456 NXX Codes
- Personal Communications Service (PCS)/N00 Codes (500)
- Easily Recognizable Code (ERC) 900 NXX Codes
- Service Codes N11 Code (reporting only)
- Hearing Impairment Codes 800 855-XXXX line numbers
- Information Services Codes 555-XXXX line numbers
- Carrier Identification Codes (CICs)
- Vertical Service Codes (VSCs)
- Automatic Number Identification Information Integers (ANI II) Digits
- Non-Dialable Toll Points (NPAs 886 and 889)
- Additional numbering resources, as may be defined.

The sections that follow describe each resource, and summarize NANPA's responsibilities. NANPA is also required to report the status of each resource.

3.1 Numbering Plan Areas (NPAs)

NPA refers to an area code that is the first three digits of a telephone number.

NPAs are classified as either geographic or non-geographic:

- Geographic NPAs are NPAs that correspond to discrete geographic areas within the NANP area.

- Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functions, or requirements that transcend specific geographic boundaries.

States within the United States have delegated area code relief authority and may have unique directives and legal requirements associated with approval and implementation of any NPA relief activity.

NANPA is responsible for assigning NPAs when the criteria for such an assignment have been met.

NANPA shall ensure that an NPA assignment conforms to regulatory directives and NPA relief plans (*e.g.*, FCC and state commissions) and industry guidelines (*e.g.*, INC).

3.2 Central Office (CO) Codes

The three digits after the NPA are referred to as the CO Code. NANPA shall monitor the actual and forecasted assignment of CO Codes through the Months-to-Exhaust (MTE) form filed with each CO Code application.

In addition, forecast and utilization data are submitted to NANPA by reporting service providers in the Number Resource Utilization and Forecasting (NRUF) Report. This information is used to plan for the assignment of new NPA codes when existing NPA codes near exhaust (*i.e.*, additional telephone numbers are required to serve projected demand). The NANP administration function also includes consultation with affected service providers and state commission when the depletion of central office codes necessitates relief.

3.3 International Inbound NPA—456 NXX Codes

The 456 NPA and its associated NXXs enable the routing of inbound international calls for carrier specific services, particular to that service provider's network. NANPA shall assign the NXXs within this NPA.

The procedures and guidelines are described in International Inbound NPA (INT/NPA/NXX) Assignment Guidelines (INC 94-0826-003).

3.4 Personal Communications Service (PCS)/N00 (NPA 500) NXX Codes

PCS NPA 500 is a non-geographic numbering resource that offers the user a set of capabilities that allows some combination of personal mobility, terminal mobility, and service profile management. A PCS 500-NXX-XXXX number enables each PCS service user to participate in a user-defined set of subscribed services, and to initiate and/or receive calls on the basis of some combination of a personal number, terminal number, and a service profile across multiple networks at any terminal, fixed or mobile, irrespective of geographic

location. Service is limited only by terminal and network capabilities and restrictions imposed by the personal communications service provider.

NANPA shall manage, assign and administer NXX codes in NPA 500 pursuant to regulatory directives and INC assignment guidelines.

NANPA shall reclaim 500 NXX codes assigned to entities that fail to meet the terms specified in the assignment guidelines and /or by directives from the appropriate regulatory authorities.

3.5 Easily Recognizable Code (ERC) Code 900 NXX Codes

The 900 NPA is an ERC used for information services in which the caller pays for call setup and the specific services associated with the 900 call. The 900 NXX codes shall be assigned and used only for pay-per-call information services. The codes, referred to as “Pay-Per-Calls,” may be accessed by the public over the PSTN using the dialing format 900-NXX-XXXX, in which the caller pays for the call.

NANPA shall reclaim 900 NXX codes assigned to entities that fail to meet the terms specified in the assignment guidelines and /or by directives from the appropriate regulatory authorities.

3.6 N11 Service Codes

Codes in the N11 format (e.g., 911) are referred to as Service Codes. There are eight N11 service codes available in the NANP. The FCC determined the uses of N11 codes, which have been assigned as follows:

211	Community Information and Referral Services
311	Non-emergency Police and Other Governmental Services (U.S.)
511	Traffic and Transportation Information (U.S.)
711	Telecommunications Relay Service (TRS)
911	Emergency

The 411, 611 and 811 codes have not been assigned by the FCC. Carriers, however, use the 411, 611, and 811 codes for access to their directory assistance, repair services, and business offices, respectively. Unassigned codes may also be assigned locally with the understanding that a local assignment shall be discontinued, on short notice, if the unassigned codes are

requested for nationally assigned purposes. Some U.S. states have permitted local use of certain N11 codes, pending FCC designated assignments.

In Canada, the assignment of the N11 codes is generally consistent with the table above, except for code 311 which has not been assigned and 511 which has been conditionally reserved for Telecommunications Relay Service (TRS). However, an application is before the Canadian Radio Television & Telecommunications Commission (CRTC) to use 511 for Traffic and Transportation Information.

Other NANP member countries may in the future designate specific uses for N11 codes within their jurisdictions.

3.7 Hearing Impairment Codes—800 855 XXXX Line Numbers

Line numbers from the 800 855-XXXX are used for assisting persons with hearing impairments. These numbers are assigned individually at the line level. NANPA shall administer line numbers within the 800-855-XXXX resource with respect to services for persons with hearing impairments. Other NANP member countries may designate specific uses for 800-855-XXXX line numbers in the future.

3.8 Information Services Codes—555 XXXX Line Numbers

The 555 NXX code appears (referred to as “555 numbers” in the form NPA-555-XXXX) in all geographic NPAs for access to information services. The guidelines permit a subscriber to dial a 555-XXXX number in any NPA in North America using either a 7-digit or a 10-digit format.

Line numbers from the 555 NPA are assigned either on a national or non-national basis. National assignment means that the number is assigned exclusively to a single entity to be used in at least 30% of the available NPAs or states or provinces in the NANP serving area. Non-national assignment means that the number is assigned to an entity for use in a specific geographic area or areas (NPAs, states, or provinces) to be used in fewer than 30% of the available NPAs or states or provinces in the NANP serving area. "Non-national" numbers are available for assignment to multiple entities, requiring those entities to use the "non-national" number in different geographic areas.

NANPA shall reclaim 555 NXX codes assigned to entities that fail to meet the terms specified in the assignment guidelines and /or by directives from the appropriate regulatory authorities.

3.9 Carrier Identification Codes (CICs)

Currently a CIC is a four-digit number, which is used to uniquely identify an access customer who has purchased Feature Group B and/or Feature Group D access services. The code is

primarily used for routing from a local network to the access purchaser and for billing between the local network and the access purchaser.

NANPA shall manage and assign CICs. NANPA shall also reclaim all CICs assigned to entities that fail to meet the terms specified in the assignment guidelines. Reclamation occurs most often because the entity to which the CIC has been assigned does not obtain access within the six-month period specified in the assignment guidelines.

NANPA shall reclaim CIC codes assigned to entities that fail to meet the terms specified in the assignment guidelines and /or by directives from the appropriate regulatory authorities.

3.10 Vertical Service Codes (VSC)

VSC are standardized codes dialed by customers to access network features and services (*e.g.*, call forwarding) provided by network service providers. These codes appear in the *XX or *2XX format. NANPA shall assign, manage, and approve new VSC assignment requests.

3.11 Automatic Number Identification (ANI) II Digits

ANI II digits are two digits that are sent with the originating telephone number identifying the type of originating station (*e.g.*, plain old telephone service (POTS), hotel/motel). NANPA shall assign the digits and track the assignments.

ANI II digits are assigned by NANPA at the request of the INC. The assignment of an ANI II digit does not imply its ubiquitous availability.

3.12 Non-Dialable Toll Points (Numbering Plan Areas 886 and 889)

Non-Dialable Toll Points are central office codes assigned to individual stations, which typically are in extremely remote areas where standard telephone service is not available.

Assignment of codes for non-dialable toll points is limited to the 886 and 889 NPA's.

Beyond this constraint, however, there exist no formal guidelines for the assignment of these codes, and NANPA is not currently involved in these assignments. Historically, assignments were made by various service providers and/or the local code administrators. Non-dialable toll points are being systematically eliminated.

Assignments for Non-Dialable Toll Points are currently maintained in the LERG by Telcordia.

3.13 Reserved

Section 4

Central Office Code Administration

4.1 Requirements

NANPA shall manage the CO Code resource in accordance with federal regulatory requirements and the current version of the published *Central Office Code (NXX) Assignment Guidelines* (INC 95-0407-008).

NANPA shall perform the CO Code administration that encompasses the following major functional categories as follows:

- Client² Services
- Processing
- Client and Internal Communication / Notification Functions
- Status Reporting

Tracking CO Code Utilization for NPA relief.

NANPA, in order to perform CO Code Administration functions, shall maintain considerable knowledge of local/regional environments including geography, demographics, growth patterns, local dialing plans, and eligibility requirements. This knowledge shall be applied to each CO Code assignment. Local conditions for each NPA shall be posted to the NANPA web site.

NANPA shall create a Change Management Plan for adapting the CO Code assignment practices in accordance with updates and modifications to the CO Code (NXX) Assignment Guidelines and regulatory directives. When there are changes, NANPA shall institute a training program to educate all CO Code Administration staff in order to ensure consistent application. Training shall be completed within five business days of the date the change to the guidelines becomes effective.

4.2 Functional Specifications

CO Code administration activities include the key functional requirements detailed below.

² Client represents code applicants, code holders, regulatory agencies, and the general public.

4.2.1 Client Services

NANPA shall produce and make available information regarding CO Code Administration processes, guidelines, procedures, interfaces, and services.

Upon request, NANPA shall provide information on how to obtain current documents related to CO Code Administration. NANPA may refer clients to web sites where information can be located and downloaded. These documents currently include:

- CO Code (NXX) Assignment Guidelines
- NPA Code Relief Planning Guidelines
- Industry Notification of NPA Relief Activity Guidelines
- NPA Allocation Plan and Assignment Guidelines
- Recommended Notification Procedures to Industry for Changes in Access Network Architectures.

NANPA shall provide assistance to all clients who use numbering resources and suggest alternatives, when possible, that may assist clients with number resource optimization and utilization issues.

NANPA shall maintain working knowledge of applicable state regulations and local dialing plans.

NANPA shall assist Code Applicants with understanding and completing the forms contained in the CO Code (NXX) Assignment Guidelines. The guidelines currently contain six types of forms known as:

- Part 1 - Request for NXX Code Assignment
- Part 2 - Routing and Rating Information (Forms 1-8)
- Part 3 - Administrator's Response/Confirmation to a Part 1 form
- Part 4 - Confirmation of CO Code in Service
- Part 4 PA - Confirmation of Code in Service (Submitted by the PA)
- Part 5 - Administrator's Part 4 Receipt/Confirmation.

NANPA shall educate its clients. Such education may include, but is not limited to, providing client job aides and providing necessary forms and instructions on the NANPA web site.

NANPA shall notify its clients and interested parties when industry guidelines or applicable regulatory directives have changed. NANPA shall provide electronic notification of administrative process and procedural changes within five business days of the change being

identified by NANPA. Implementation of these changes shall entail a transition period before the new process or procedure becomes effective.

NANPA shall respond to client inquiries regarding available and assigned CO Codes. Such response may consist of referring the client to a specific page on the NANPA web site.

4.2.2 Processing

NANPA shall receive and verify applications for CO Codes in accordance with FCC directives and CO Code (NXX) Assignment Guidelines, INC 95-0407-008. Verification includes, but is not limited to, the following:

- Verify data on CO Code applications for compliance with CO Code (NXX) Assignment Guidelines and any unique local regulatory requirements
- Verify and ensure compliance for assignment of CO Codes (*e.g.*, NRUF on file, certified in the rate area, filing of MTE forms, compliance with utilization rate, facilities readiness) by completely reviewing each application when submitted and before taking any assignment action
- Contact CO Code applicant as necessary to gain clarification or additional information in order to process the application
- If a state commission has not yet chosen a relief method and established a relief date, NANPA, as CO Code administrator, and the industry shall devise the jeopardy conservation or rationing measures, consistent with the industry guidelines.

As CO Code Administrator, NANPA shall be aware of and adhere to any limits on code assignments as ordered by state commissions or agreed to by industry, as well as any other provisions of rationing plans such as prioritization of applications.

NANPA shall:

- Verify that no ported TNs are working in a CO Code prior to disconnection
- Use the NPAC Ported TN Report provided by NPAC.
- Review all Part 1's requesting a change or a disconnect of a code to ascertain if ported TNs are present and, if so, deny the Part 1 disconnect and order all disconnect activities to cease immediately
- Comply with the INC guidelines addressing "Information Changes" and "Code Holder Responsibilities."

If the applicant is unable to satisfy the requirements for receiving a CO Code or provide NANPA with sufficient information, NANPA shall deny the application and return it to the applicant. Applications denied as a result of rationing plans shall be held for subsequent

monthly lotteries or assignments; applicants shall not be forced to re-file complete applications, but only to update information if necessary. Prior to each lottery drawing, NANPA shall contact service providers with applications on file due to a rationing plan to verify that applicants still have a need for the resource.

NANPA shall apply CO Code optimization practices in accordance with FCC directives and the CO Code (NXX) Assignment Guidelines, as appropriate.

NANPA shall select a CO Code that does not present dialing, routing or rating conflicts. In the event that a conflict is subsequently identified, NANPA shall assist in the resolution of call completion problems in accordance with the CO Code (NXX) Assignment Guidelines.

NANPA shall provide a response (i.e., assign, seek additional information or deny assignment) to CO Code applicants within the time frame specified in the CO Code (NXX) Assignment Guidelines and the application shall be considered “Assigned.”

NANPA shall verify through receipt of a Part 4 form that applicants have placed the code in service within the time frames specified in the CO Code (NXX) Assignment Guidelines. NANPA shall return a Part 5 – Administrator’s Part 4 Receipt/Confirmation acknowledging the Applicant’s use of the Code. If the CO Code is not activated within the timeframes as stated in the Guidelines, the NANPA shall initiate the reclamation process and notify the Applicant. NANPA shall track assignment data for client accessibility in standardized reports.

NANPA shall also:

- Maintain a code conflict database and publish codes “unavailable for assignment” by NPA on the NANPA’s web page due to dialing, routing and/or rating conflicts
- Include in this list codes unavailable due to permissible services identified by the state tariff; codes used for testing; and codes used for unique call routing/rating arrangements. NANPA shall require a Part 1 only if they have not been in use since 1998
- Consult, providing details of local/regional environments including, for example, geography, demographics, growth patterns, local dialing plans, and eligibility requirements.

4.2.3 Communication/Notification Functions

NANPA shall post daily on its web site the NXXs assigned and the NXXs available under each NPA. This information shall be updated daily as changes occur. Other means of distributing reports shall be available as necessary.

NANPA shall follow the CO Code (NXX) Assignment Guidelines for notification of CO Code assignments. NANPA shall enter data directly into RDBS/BRIDS.

NANPA shall have the capability to input rating and routing data into the RDBS and BRIDS as an enterprise service to a code holder.

NANPA shall issue notification of all CO Code jeopardy situations and other pertinent CO Code administration activities to the appropriate regulatory agencies and the affected industry members.

4.2.4 Status Reporting

For CO Code Administration, NANPA shall monitor and report the status of NXXs in each NPA. These reports shall be generated and posted to the NANPA web site each business day.

4.2.5 Tracking CO Code Utilization for NPA Relief

NANPA shall fulfill the process responsibilities in accordance with the NPA relief guidelines and regulatory directives, including the following:

1. Determine when to initiate NPA Relief by continually monitoring CO Code growth and projecting exhaust
2. Upon the identification of a potential exhaust situation, notify appropriate regulatory authorities and affected parties within the NPA
3. If necessary, immediately organize a relief-planning meeting to obtain local industry consensus and subsequent regulatory direction for a relief implementation plan.

4.2.6 Management of Jeopardy Conditions

NANPA shall:

- Declare a jeopardy NPA condition within any NPA that meets the conditions established in the appropriate industry guidelines and regulatory orders
- Monitor CO Code growth and projected exhaust
- Notify appropriate regulatory authorities and affected parties within the NPA
- Notify the industry that jeopardy code rationing is available if so desired, or in the absence of industry consensus, may be specified in a pending state commission order if the industry does not come to consensus on a rationing plan
- Implement NPA-specific conservation measures as a part of CO Code application processing, if necessary, subject to local industry consensus or regulatory direction.⁹

4.3 Management of the Code Inventory

NANPA shall track and monitor MTE, forecast, and utilization reports so that NANPA shall be able to forecast demand and anticipate the need for relief to avoid exhaust of each NPA and the NANP.

4.4 Resource Reclamation

In accordance with paragraph 237 of the FCC Report and Order and Further Notice of Proposed Rule Making, March 31, 2000 (FCC NRO Order), NANPA shall reclaim number resources assigned to entities that fail to meet the terms specified in the assignment guidelines. NANPA shall receive and process Part 4 confirmations from code holders during the 6-month period following the published LERG effective date of the code. Receipt of a Part 4 from a code holder certifies that the code has been placed in service. NANPA shall acknowledge its Part 4 receipt by issuing the code holder a Part 5 Administrator's Part 4 Receipt/Confirmation verifying the code holder's use. NANPA shall maintain a tracking system for receipt of Part 4s and return notification of Part 5 Forms.

No further action is required of the code holder once a Part 4 has been submitted. Not later than one month prior to the end of the six-month period, NANPA shall send a reminder notice to code holders that no Part 4 Form has been posted for the code now assigned to them. If requested, NANPA shall submit lists of service providers who are delinquent in the return of the Part 4 forms to state regulators. NANPA shall obtain either state or FCC regulatory approval prior to initiating the reclamation process.

NANPA shall maintain a current point of contact list for CO Code reclamation. Regulators and service providers are to be included on the list. In addition, a contact list for all other NANP members shall be maintained, if necessary.

NANPA shall send an e-mail confirmation in response to every CO Code application received.

NANPA shall notify Code Holders who have not yet submitted Part 4 Forms.

NANPA shall:

- Record and process Part 4s
- Send a reminder notice no later than one month before the end of the activation period from a code assignment soliciting the required Part 4 Form
- Initiate reclamation procedures per the guidelines, keeping accurate and complete records for each action taken.

Section 5

NPA Relief Planning

NANPA shall perform the area code (NPA) relief functions specified in the INC NPA Code Relief Planning Guidelines. NANPA shall be prepared to work with state regulatory authorities that may choose to assume any of these responsibilities, pursuant to FCC orders.

NANPA, in order to effectively perform its NPA relief functions, shall maintain considerable knowledge of local/regional environments including geography, demographics, communities of interest, growth patterns, local dialing plans, and operating/certified service providers. NANPA shall determine NPAs in need of relief and appropriately manage the relief efforts through the implementation of a new area code.

NANPA shall notify all affected CO Code holders with regard to NPAs in need of relief, and any associated meeting information. In addition to notification, the NANPA shall forward the Initial Planning Documents (IPD) a minimum of four weeks before any scheduled NPA relief-planning meeting. The NANPA shall post to its web site all NPA relief meeting announcements and preliminary planning information.

Accordingly, NANPA shall consider how it shall continue to update the knowledge of and contact information for local areas to meet the level of NPA relief expected in any given year during its Term of Administration.

5.1 Key Responsibilities

NANPA key NPA relief responsibilities consist of the items noted below.

5.1.1 Relief Timing

NANPA shall determine the need for and identify the timing of NPA Relief in accordance with CO Code (NXX) Assignment Guidelines and NPA Code Relief Planning Guidelines. One of the tools for performing this task involves NRUF Report data.

5.1.2 Relief Planning Communication

NANPA shall promptly communicate with all affected industry members and appropriate state regulatory authorities to advise them of the need for relief planning to occur.

5.1.3 Initial Planning Document (IPD) Preparation and Distribution

NANPA shall prepare and distribute to industry members and state regulatory authorities an IPD for each NPA, projected to exhaust over the forecast period, as identified in the NRUF Report. The IPD shall describe and assess possible relief options and include detailed historical information regarding prior years' forecasts, versus the actual assignment of codes.

5.1.4 Relief Planning Meetings

NANPA shall schedule initial NPA relief planning meeting(s) per the NPA Code Relief Planning & Notification Guidelines. This meeting shall be 36 months in advance of the projected NPA exhaust date to permit the timely planning and implementation of NPA relief.

5.1.5 Relief Planning Report

NANPA shall provide a report to the NANC, once per quarter, on its success or failure in meeting this Performance Measurement.

5.1.6 Relief Planning Consensus Building

NANPA shall notify interested industry and state regulatory authorities of NPA Relief Planning meeting(s) and conducts the meeting(s) with the objective of gaining consensus on a relief plan.

5.1.7 Neutral Facilitator Role

NANPA shall act as neutral facilitator for all relief planning meeting(s) (i.e., issuing meeting announcements, coordinating meeting arrangements, leading the meeting, issuing meeting minutes, and other duties necessary to conduct the meeting).

5.1.8 Proactive Role in Relief Planning

NANPA shall ensure state regulatory authorities have appropriate information necessary to endorse industry-consensus relief plans or develop their own plan if they desire. NANPA shall proactively work with the state regulatory authorities to achieve endorsement of a relief plan by the date established to allow the industry appropriate time for implementation.

5.1.9 Status Reporting on Relief Plans

NANPA shall track and report on the status of pending relief plans to the FCC/NANC each month.

5.1.10 Possible Testimony

NANPA may be requested to provide testimony to the state regulatory authorities regarding the relief plan, as necessary. The cost for this service should be treated as an enterprise service.

5.1.11 New NPA Code Assignment

NANPA shall, prior to the NPA relief date, assign a new NPA code(s) in accordance with the approved relief plan.

5.1.12 Implementation Scheduling

NANPA shall schedule the first implementation meeting once a form of relief has been selected and ordered by a state regulator.

5.1.13 Industry Scheduling

NANPA shall provide industry notification of NPA code relief implementation activities (e.g., adequate advance notice, public announcements, test number and testing period, new boundary maps, new dialing procedures, RDBS, Line Information Database (LIDB), Bellcore Rating Administrative Data System (BRADS)/BRIDS, LERG, LIDB Access Routing Guide (LARG), relief date, permissive dialing period, mandatory dialing date, ANI records). NANPA shall also provide notifications of any subsequent changes made by state commissions to relief dates, permissive dialing periods, or mandatory dialing dates.

5.1.14 Press Release

NANPA shall, with the input and approval of the state regulatory authorities and industry, prepare and issue a press release to inform the public of the approved Relief Plan and respond to requests from the media and public for information.

5.1.15 Implementation Assistance

NANPA shall assist NPA Relief implementation teams and the Number Administration Service Center (NASC), as necessary, in modifications to the toll-free database.

If necessary, NANPA shall declare a code in jeopardy based upon the INC definition of a jeopardy situation and implement an NXX code-rationing plan agreed to by the industry. If there is no industry consensus and after a state regulatory authority orders a specific form of area code relief and has established an implementation date, NANPA shall then adopt and implement that plan as ordered by the state regulatory authority.

If the state regulatory authorities have not ordered an NPA relief plan on or before the industry requested approval date, NANPA shall notify the FCC and the NANC in writing and provide the date by which an order is required to avoid jeopardizing the timely implementation of NPA relief.

5.1.16 Compliance

NANPA shall:

- Comply with CO Code (NXX) Assignment Guidelines and NPA Code Relief Planning Guidelines
- Implement a planned approach using effective forecasting and management tools and skills in order to ensure the availability of numbering resources

- Facilitate the timely planning and implementation of NPA relief
- Proactively represent the needs of the resource by working with state regulatory authorities to achieve endorsement of a relief plan by the requested date established to allow the industry appropriate time for implementation.

If a relief plan has not been approved by 90 days prior to industry requested approval date, then NANPA shall notify the state commission in writing of the date the relief plan approval was requested – a copy of which shall be sent to the NANC Chair.

Upon the passing of the requested approval and absent a state commission NPA Relief Order, NANPA shall notify the FCC and the NANC in writing and provide the date by which an order is required to avoid jeopardizing the timely implementation of NPA relief using an accelerated implementation scheduled.

5.2 Client Notification

NANPA shall maintain an electronic document distribution system, which NPA relief planners shall use to notify affected clients of the need for an NPA relief meeting and to keep all clients informed of final relief plans and implementation processes.

The document notification system shall also be used to distribute additional details and data deemed necessary to keep clients informed of the status of any relief activity that has experienced a delay in implementation.

Section 6

Utilization and Forecasting

The NRUF Report is filed twice annually by service providers in accordance with FCC orders. Each service provider shall complete the NRUF Report and submit it to NANPA on or before February 1st and August 1st of each year.

NANPA shall compile, examine, and analyze the data gathered from these reports and submit its analysis to the NANC, the FCC and state regulatory commissions that have requested it, semi-annually on the last business day of April and October of each year, unless otherwise directed by the FCC.

6.1 Responsibilities

The following is a list of the functional areas that fall within NANPA's data collection, processing and NRUF reporting responsibilities:

6.1.1 Point of Contact

NANPA shall be the point of contact for collecting forecast and utilization data. Forms shall be submitted electronically. NANPA shall assist carriers in completing the NRUF forms by clarifying the service provider requirements to report and correctly understand the NRUF process.

6.1.2 Contact List Maintenance

NANPA shall maintain a list of the individuals, within each reporting entity identified, as the contact person on the last NRUF report submitted by that entity. NANPA shall periodically remind reporting entities in writing of the need to keep the list of contacts current and accurate.

6.1.3 Data Requests

NANPA shall request the data from all NANP member nations. Such data shall be requested on February 1st and August 1st of each year. All NRUF data shall be aggregated from within the same timeframe. Data from U. S. service providers shall be processed separately, and then aggregated with all other reported data to obtain a complete picture of the status of the NANP.

6.1.4 Data Requests in Pooled Areas

In pooled rate centers within an NPA, NANPA shall receive forecast data in 1000 block increments. The PA shall provide data regarding unassigned blocks in the pool for the NANPA to analyze.

6.1.5 Data Analysis

NANPA shall compile, examine and analyze all the data obtained from the semi-annual NRUF Report. The results of this analysis shall be made available by NANPA on the last business day of April and October of each year.

NANPA shall compare actual NPA exhaust and current exhaust forecasts with the past five exhaust projections. NANPA shall summarize the accuracy of its forecast outlining (1) contributing factors, (2) changes required, (3) the outcome if no change is made, (4) the parties who shall participate in the changes, and (5) a description of the activity each party shall take to realize the desired outcome. NANPA shall provide an analysis of the accuracy of its forecasting tool as an NPA reaches exhaust prior to the beginning of each forecast cycle.

6.1.6 Data Reporting

NANPA shall produce a semi-annual report that summarizes the projections of exhaust of each NPA and the NANP as a whole. The report shall at a minimum, be similar in format and content to the *NANP and NPA Exhaust Analysis* report, currently provided to the NANC.

NANPA shall highlight significant anomalies, for example, those NPAs whose projected exhaust date changes by more than six months from one report to another, and provide a brief explanation for the change.

6.1.7 Client Support

NANPA shall be available to its clients to answer questions pertaining to any aspect of the NRUF Report process (*e.g.*, forms, instructions, analysis, data assumptions, etc.)

6.1.8 Data Aggregation

NANPA shall also compile, examine, and analyze the forecast and utilization data submitted by reporting service providers between reporting periods. If it appears that the life of an NPA or the NANP shall be significantly affected by an updated NRUF Report submitted by a service provider(s), NANPA shall report those results within 30 days of receiving the data submissions from the service provider(s).

In the event that NANP exhaust is affected by an updated NRUF submission, NANPA shall send the results to the appropriate regulatory authority in NANP member countries and the

NANC. In cases that only involve NPA exhaust, the NANPA shall forward the results to the appropriate regulatory commission.

6.1.9 Request to Review Data

At the request of a U.S. state regulatory authority and upon receipt by NANPA of a written statement that the state regulatory authority has confidentiality procedures in place to protect the data, NANPA shall, within ten business days, provide a single report containing disaggregated data to any requesting state that is reported by service providers in that state, so long as the request is made 30 days after the deadline for NRUF reporting and before the subsequent NRUF reporting deadline.

NANPA shall provide reports to state regulatory authorities per their initial request and delivery schedule. State regulatory authorities shall provide NANPA with requested delivery schedule changes and report content changes at least 30 days prior to the effective date of the change. Requests of this nature shall be provided without an additional charge to the state commission.

6.1.10 Penalties for Non-Submission

If an NRUF Report has not been submitted by a service provider, NANPA shall withhold future numbering requests from that service provider within the area for which the NRUF data has not been supplied. Once the NRUF data has been submitted, NANPA shall process the request.

6.1.11 Report Anomalies

If NANPA identifies any significant inconsistencies or anomalies in a service provider's data, NANPA shall inform the submitting service provider of its findings, provide the specific data relevant to prove the significant inconsistency or anomaly in service provider reporting, and request a review and confirmation (written or oral) from the service provider.

NANPA shall allow the service provider five business days to provide that confirmation, or to resubmit the data. If, after the discussions with the provider, NANPA still believes that the provider's data is flawed or insufficient, then NANPA shall report its findings to the appropriate regulatory bodies (*e.g.*, state regulatory commissions, the FCC).³

NANPA shall assign no additional numbering resources to such service providers until the appropriate state commissions instruct it to do so. Where the state regulatory commission has chosen not to exercise its delegated authority, NANPA shall seek instruction from the FCC.

³ U.S. telecommunications providers only.

6.2 Development of Tests for Anomalies and Inconsistencies

NANPA shall examine the NRUF report submitted by each service provider for inconsistencies or anomalies. NANPA shall design the tests and algorithms that it shall use to test the utilization and forecast data submitted by service providers for forecast submissions prior to actually performing any tests. NANPA shall provide a detailed description of the actual methodology employed to identify inconsistencies and anomalies. The description shall include a list of all assumptions and rationale incorporated into the methodology tests, as well as any mathematical formulas that are used.

NANPA shall also work with the NANC to form criteria for determining what types of submissions shall be deemed inconsistent or anomalous. It is expected that NANPA shall continually refine this process and remain mindful of the changing telecommunications landscape to ensure that its methods and assumptions are current and valid.

6.3 NANPA Analysis of Data

NANPA shall accumulate and analyze forecast and utilization data from each service provider and the PA according to the schedule detailed in the First FCC NRO Order. NANPA shall use this information along with historical and other data possessed by NANPA to create a forecast that is as accurate as possible.

6.3.1 Methodology for Projecting NPA Exhaust

The NANPA shall project the potential exhaust of geographic NPA codes. Although the NRUF data shall be the primary source of information for any analysis, NANPA shall incorporate other relevant data elements into its analysis in determining the projected exhaust time frame of each geographic NPA.

Some of the additional data elements are noted below.

6.3.1.1 NRUF Survey Responses

Once the tests for inconsistencies and anomalies have been performed and deemed acceptable by NANPA, these responses shall be the primary input to any analysis of NANP and NPA exhaust.

6.3.1.2 Historical CO Code Assignment Data

The historical CO Code data includes NXX code assignments over the two years immediately preceding the date of the NRUF for all industry segments, *e.g.*, Incumbent Local Exchange Carrier (ILEC), Competitive Local Exchange Carrier (CLEC), two-way Commercial Mobile Radio Service (CMRS) Carrier, and Paging Carrier.

6.3.1.3 CO Code Rationing

After jeopardy has been declared, the rationed amount shall have a significant and direct effect on the life of the NPA, regardless of forecasted demand. In such cases, all other elements may be rendered irrelevant.

6.3.1.4 CO Code Assignments as of the Data Collection Date

A single recent event can affect the life span of an NPA, and thus should be factored in.

6.3.1.5 Total Number of Codes Available for Assignment

If relief has been applied since the last reporting period, the environment will have changed and the analysis must reflect the change.

6.3.1.6 Rate Centers Per NPA

The effects of any rate center consolidation or split within an NPA may have a significant impact on CO Code demand.

6.3.1.7 Expanded Local Calling Areas

The inclusion of additional carriers in expanded local calling areas may also have an impact on CO Code demand.

6.3.1.8 Pooling

The impact of pooling on CO Code demand, where it has been implemented, must also be taken into account.

6.3.2 Minimum Analysis Requirements

Prior to performing the analysis, NANPA shall provide to the NANC a detailed description of the actual methodology employed. The description shall include a list of all assumptions and rationale incorporated into the methodology, as well as any mathematical formulas that are used.

The clients shall have the right and opportunity to provide advice and consent to the analysis methods and assumptions NANPA uses to perform its analysis of the NRUF results. Continuous methodology refinement is expected and encouraged. At minimum, the analysis shall begin with a determination of the quantity of available NXXs within each NPA.

Using the aggregated service provider forecasts and the tests developed by NANPA to identify inconsistencies and anomalies, NANPA shall determine the quarterly NXX demand for each NPA. The actual adjustments applied shall be consistent with, and fully explained in, NANPA's description of assumptions and rationale.

6.3.3 Anomalies and Trends

NANPA shall identify anomalies and trends in numbering usage for all NANP resources. NANPA shall assist the clients in assessing the results shown and the action required to achieve numbering goals. On an annual basis, the NANPA shall provide a report to the FCC reporting any anomalies and trends affecting the NANP.

6.4 Number Resource Utilization Form (NRUF) Submissions

The FCC requires U.S. service providers to submit NRUF data electronically.

NANPA shall support three alternative methods for NRUF submission data collection: electronic file transfer (EFT), spreadsheet attachment to email, and online entry.

Section 7

Automated System Support

This section describes key requirements of the NANP administration system and its capabilities.

The system shall provide NANPA employees and clients access to all necessary information required for NANP number resource management.

NANPA shall maintain a NANP administration system that is capable of supporting the requirements and functionality acknowledged within this document. In addition, the system shall be sized accordingly to support current and future resources and clients.

This system shall include security measures for maintaining confidential data and provide accessibility for all clients to their own information through an appropriately secured mechanism. In addition, a user class shall be maintained that allows specific clients (*e.g.*, state regulatory authorities) to access selected, appropriate geographic data submitted by other clients.

7.1 System Characteristics

The NANPA system shall utilize standard electronic commerce type functionality that allows efficient client user interaction and data file transfer.

Data file transfer shall be simple and easy to understand.

7.1.1 System Availability

Any contractor-defined new NANP administration system or system upgrade shall be available within six months of contract award. The NANPA system shall be seamlessly available for input, processing, and downloads during clients' normal business hours.

Scheduled maintenance shall occur outside of normal business hours and clients shall be notified no less than 30 days in advance of any scheduled event.

7.1.2 System Query Capability

For the purpose of this document, a query is defined as the ability to request and retrieve data stored in the system.

The system shall:

- Support a clients' needs to retrieve their data through a query capability

- Support a user authorization level that identifies the range and scope of the data access of each client, including identification notice of approved access to their data by other clients or state regulatory authorities
- Be capable of querying and retrieving one or multiple records using any stored data fields.

7.1.3 System Scalability

The NANP system shall be expandable and flexible so that it can easily expand its capacity and number of clients.

Examples include:

- Addition of new NPAs
- Additional users
- The addition of new resource, and data elements
- Expansion of the NANP.

7.2 System Capabilities

The NANPA system shall be designed for high reliability, possess data integrity features, and allow for economical and efficient system expansion.

The NANPA system design shall provide for the following capabilities:

- Capture all relevant applicant and client information
- Facilitate the application and data filing process and the capture of required data in the database
- Provide for generation of client information notices
- Possess the ability to track status of all NANP resources
- Support ad hoc query capabilities as well as production of predefined reports
- Assist with NANP administration document management
- Possess the ability to track the status of a client's NANP resource application or data filing and the generation of reports regarding the tracking status of each application or data filing
- Maintain data integrity.

If the system becomes unavailable for normal operations due to any reason, clients shall be notified of the system unavailability within five minutes of any outage.

When possible, such notification shall be made via electronic capabilities. When this is not possible the NANPA shall notify all clients via identified contact information by prearranged method (*e.g.* fax, telephone).

When the system is restored to normal operations, clients shall be notified of the system's availability via electronic broadcast message within 5 minutes of system restoration.

7.3 System Location

The physical location of the NANPA system facility is at the discretion of the NANPA. The only limitation is that the facility shall be within the continental United States. Identification of the proposed system location must be included in the Bidder's proposal

7.3.1 Facility Characteristics

Space allocated to the NANPA's system shall have the following characteristics:

- Be a distinguishable area with secure access points
- Be contiguous space where personnel are physically located within the same area
- Provide sufficient backup power to maintain operation through electrical outages of at least eight hours.

7.4 System Data

NANP numbering resource data and information shall be stored in the NANPA system in accordance with the categories and formats that correspond to those currently used and/or may be defined by industry guidelines and regulatory directives.

7.4.1 Data Integrity

NANPA shall ensure that all data stored is accurate and take whatever steps are necessary to confirm that data processed is so.

7.4.2 Confidential Treatment

All individual client-specific data submitted to NANPA, in any form, shall be treated as confidential.

Any data that contains proprietary client information shall not be accessible by the public on the NANPA web site, or published by the NANPA. NANPA shall only publish and distribute aggregated data.

7.4.3 Automated Submittal

NANPA shall use the data interface protocols previously adopted and in use between service providers and the current NANPA vendor.

Except as noted, the NANPA system shall offer a web interface and/or allow for automated data input via EFT for applications and data forecast reports, as well as support an email attachment transfer capability.

The EFT capability shall permit clients to forward data in a predetermined format, which the NANPA shall then use to initiate processing within the NANP administration system(s).

7.4.4 Automated Data Output Capabilities

NANPA shall also accommodate automated data output via EFT to clients when transmitting responses to clients per the appropriate industry guideline and other industry forms/data or reports.

7.4.5 Alternative Data Capabilities

NANPA shall also support fax and e-mail submissions of client documentation (*e.g.*, applications, forms, forecast reports).

7.5 System Maintenance

The details of a proposed system maintenance schedule shall be provided in NANPA's System Maintenance Plan.

7.6 System Security

NANPA shall maintain and enforce system safety and physical security procedures in accordance with the *FCC Computer Security Program* (Reference 21).

NANPA shall maintain confidential and proprietary information and institute any physical and safety procedures required.

Following contract award, NANPA shall prepare a NANPA Security Plan following, as appropriate, the National Institute of Standards and Technology (NIST) *Guide for Developing Security Plans for Information Technology Systems* (Reference 26).

7.7 System Client Profile Application

NANPA shall develop and maintain a Client User Profile application process for the NANP administration system to ensure that there is a mechanism to distinguish one system client user from another. NANPA shall maintain the capability to reach all service providers by maintaining automated and up-to-date lists of addresses corresponding to all contacts.

NANPA shall update the list of contacts quarterly. The contact list shall be automated, allowing easy mailing via U. S. Mail, or electronically via e-mail.

The User Profile application shall contain at a minimum the contact information for each client, and other relevant identifying factors such as service provider operating company number (OCN). NANPA shall not assign the OCN.

7.7.1 User Logon System

The system shall be able to support access to the NANP system data with a unique logon ID and password upon receipt of an approved request form.

7.7.2 Logon System Access

Access is initiated upon receipt of a completed logon ID request form having the proper signature approvals from the requesting organization.

7.7.3 Logon System Approval

After access approval, NANPA shall assign the unique logon ID and appropriate security level corresponding to the type of user requesting access within 60 seconds.

7.7.4 Logon System Security Level

The user's security clearance sets the correct level of record access and system capabilities.

7.7.5 Logon System Password

After the logon is initialized and entered into the system by NANPA, the users shall be informed of the logon activation, and a completed logon ID request form shall be sent back to the requestor for their records within 10 seconds.

7.7.6 Logon System Problems

Users experiencing problems in obtaining a logon ID shall contact the NANPA for resolution.

The NANPA shall resolve all logon problems within one business day.

7.7.7 Client User Access Permission Classes

The NANP system is responsible for assigning new users the appropriate security permission class. The NANPA shall exercise absolute control access to all records.

7.7.8 Password Changes

All user passwords shall be changed every 180 days. If a Client User ends employment with the client, the NANPA shall be immediately notified and a new password assigned.

7.7.9 Unauthorized Client User System Access

In the event NANPA becomes aware of an unauthorized access to the administration system or user data, NANPA shall immediately:

- Notify the FCC, and the applicable client(s) electronically
- Report to the NANC of such a breach and that the affected party has been notified. Subject to reasonable access, security, and confidentiality requirements, provide the FCC, affected users, and their respective designees with reasonable access to all resources and information in NANPA's possession as may be necessary to investigate the unauthorized access.

The FCC, or its designee, shall have the right to conduct and control any investigation relating to the unauthorized access as it determines is appropriate.

7.8 System Inspection

Subject to NANPA's reasonable access, security, and confidentiality requirements, a NANP member country or a designee, upon notice to NANPA, shall have the right to make visits to the NANPA system and its facilities to review safety/security applications.

However, NANPA is not required to support more than four visits in any 12-month period (excluding any follow-up visits referred to in the following sentence).

If any of the safety and physical security procedures as stated in the selected vendors proposal are not implemented and maintained throughout its Term of Administration the vendor shall be deemed noncompliant. Failure to correct such noncompliance within 10 days of such deficiency shall result in the vendor's termination.

NANPA shall:

- Implement corrective measures
- Give notice of such implementation in preparation for one or more follow-up visits to the affected Data Center, as necessary, to confirm that the deficiency has been rectified.

7.9 System Report Administration

The NANPA system shall be capable of generating and distributing reports upon request. All reports shall be available and accessible electronically on the NANPA web site.

7.9.1 Report Distribution

Reports generated by the NANPA system shall be capable of being distributed and updated automatically. The report distribution system shall support an exploder list for automatic signup for updated report notification.

NANPA shall distribute via the NANPA web site all summaries and comprehensive reports made known to NANPA or produced by NANPA or its affiliate(s) contractors performing NANPA duties in part or whole.

Reports shall be distributed by paper (including via U.S. Mail) and facsimile when requested. The Bidder shall describe its report distribution mechanism in their response.

7.10 Help Desk

NANPA shall maintain a help desk that is accessible during NANPA's regularly scheduled business hours.

The Help Desk shall be available to assist clients with the input and the interpretation of system-generated reports.

NANPA shall:

1. Report problems with the web site, facsimile, voice mail or email; for each problem the Help Desk will open a trouble ticket
2. Receive and transmit trouble tickets concerning communications problems with other vendors
3. Require that each trouble ticket be time stamped with a minute accuracy and stored for recall for up to two years
4. Require that once a trouble ticket is closed, the originator of the trouble ticket shall be notified of disposition of the problem
5. Summarize the quantity and type of trouble tickets opened and closed during the year in the annual report
6. Require the help desk to assist customers to fill out applications or reports or to gain access to other authorized FCC or industry information
7. Require that if out-of-service conditions exists, the time stamped on the trouble ticket shall be used as the time for the start of the out-of-service period; when the out-of-service condition has been cleared and the originator of the trouble ticket notified, the time stamped on the last update of the trouble ticket shall be used as the end of the out-of-service period.

7.10.1 Contact

The telephone number for the Help Desk shall be posted on the NANPA web site along with other relevant contact information to help clients.

NANPA shall provide mechanisms; *e.g.*, web, voicemail, email, and facsimile, to be accessible on a 24-hour basis.

With email, NANPA shall have the capability of transmitting and receiving email messages with and without attached files. NANPA shall provide “firewall” protective screening of all incoming email messages and attachments based on a security profile established by NANPA and approved by the FCC. NANPA shall additionally provide virus protection software on all devices that receive email. NANPA shall maintain the most recently updated version of virus software as defined by the software provider.

With facsimile, NANPA shall provide the capability of transmitting and receiving ITU G.3 and G.4 facsimiles.

7.10.2 Help Desk Referrals

Response to client inquiries for assistance shall include, where appropriate, referral to a NANPA Subject Matter Expert.

7.10.3 Help Desk Actions

Frequently asked questions (FAQs) and their answers shall be added to the FAQ on the web page at least monthly.

Responses shall be provided within one business day of the request being sent to the NANPA.

7.11 System Generated Notifications

The NANP system shall support an exploder list that subscribers can apply to, and receive system generated notifications. Such an exploder list may be used to send a general notice to all clients.

7.11.1 Customized Notifications

The NANP system shall allow clients to customize notices by geographical location (*e.g.*, NPA relief planning by NPA or state) and/or resource type that allows clients to select categories of notices they want to receive.

The following subjects shall warrant customized notification support:

- Instructions for clients to subscribe to lists on NANPA.com
- Topic and geography specific notifications

- NPA relief planning, guideline changes, regulatory directives, NANPA process changes
- NPA exhaust notification and relief planning
- General broadcast of system availability
- Client education opportunities
- New items on the web site
- New personnel announcements
- International activities impacting the NANP
- Data related to the status of resources associated with state conservation deliberation.

7.12 System Testing

Prior to any new system functionality and feature implementation and turn up, NANPA shall provide a System Test Plan to the FCC. This plan shall contain the selection criteria for clients to participate in system testing and the timeline and specific NANP administration system elements to be tested. The System Test Plan shall follow the format, where applicable, of Reference 22, *IEEE Standard for Software Test Documentation*.

7.12.1 System Test Results

Upon completion of the NANPA system test, the NANPA shall publish the results of said test. These results shall be readily available to all interested parties.

7.13 System Disaster Recovery

A disaster recovery process shall be developed to restore the NANPA system within two business days.

NANPA shall develop and implement a detailed Disaster/Continuity of Operations Plan, following the format, where applicable, of Reference 23, *NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs*.

In the event of a disaster, NANPA shall cover all costs associated with rebuilding or recovering the applications systems, records, and related information that existed prior to the disaster.

7.14 System Backup

NANPA shall initiate and maintain a backup process that ensures that the data contained in the system can be restored as needed. System backup information shall be generated, at least

daily, and stored in a secure off site location that can be accessed within one business day if backup data is necessary for system restoration. Files shall be retained online for two years and archived for five years.

7.15 System and Equipment Inventory

Inventory data (hardware model, serial numbers and descriptions) on equipment shall be reported as part of NANPA's annual reporting requirements, as well as any upgrades or replacements, including the license numbers of any Commercial Off-the-Shelf (COTS) software.

7.16 System Documentation

The NANPA shall provide the FCC designated Contract Administrator with copies of:

- Configuration manuals or documentation for systems to operate the software
- Operations manuals or documentation for operation of the NANP administration systems including the methods and procedures for operating the system.

This documentation should be consistent with Reference 25, *IEEE Standard for Software User Documentation*.

7.17 NANPA System Transfer to Successor

NANPA shall transfer to a successor in the case of termination or at the expiration of the Term of Administration, designated hardware and software property developed with funding from this contract, including:

- NANPA system and its software
- Designated hardware
- Computers and related equipment
- Other peripheral devices
- Records, both current and historical.

NANPA shall provide the FCC with a list of items that are subject to transfer at the end of its term. The list shall be filed within 60 days of contract award. Thereafter NANPA shall update the list annually, and provide such list to the FCC.

7.17.1 Transfer Efficacy

Transfer of such physical property shall be performed in such a manner as to ensure an efficient and orderly transition of the NANP administration system and associated equipment

to a successor's environment in a fully operational state without service interruption to any client.

7.17.2 System Software Source Code Escrow

The FCC shall be the custodian of a copy of the source code.

7.17.3 System and Equipment Transfer

System equipment shall transfer with lien-free title to the FCC or the FCC's designee, without charge.

7.18 Tools

The NANPA system shall maintain the applications and tools necessary for clients to access and use the system to perform the tasks and functions.

7.18.1 Exhaust Forecasting

Exhaust forecasting currently uses the NRUF tool. Other tools and data may be needed and used to successfully forecast NPA and NANP exhaust.

The NANPA system shall validate data submissions for clients, process them, and then prepare and present an accurate NPA and NANP exhaust forecast report.

The NANPA exhaust report shall be published biannually and as warranted when information materially affecting the life of an NPA and/or the NANP becomes known to NANPA.

NANPA shall maintain NRUF interface specifications and post them to the NANPA web site.

NANPA and the system shall be able to:

- Produce timely forecasts, currently at least 36 months in advance of exhaust as indicated in INC guidelines, that are reasonably accurate
- Retain the models used, the forecast and actual exhaust date for each NPA, and a comparison showing the accuracy of each model and forecast over the past five years
- Produce the NPA Exhaust Report when new data materially affecting NPA exhaust becomes available (e.g., within 30 days of NRUF deadline)
- Post all forms and job aids related to NPA Exhaust Forecasting and NANP Exhaust Forecasting for clients on the NANPA web site

- Prepare and present monthly NPA relief tracking report to NANC during NANPA's NANC report
- Maintain historical client NRUF data by individual client so that it shall be accessible by that client for the previous five years
- Post exhaust forecasts and actual exhaust dates (without rationing) on the NANPA web site
- Maintain the forecasting system so that it shall be capable of accessing the five prior years of NRUF data forecasts and the corresponding actual consumption by client and rate area.

7.18.1.1 Application Processing

The NANPA systems and tools shall provide real time access to resource usage and status data.

The NANPA system shall support standard electronic filing capabilities, as well as on-line application processing capabilities via the NANPA web site.

7.18.2 CO Codes

Resource application submission shall be available via e-mail, on-line with the NANPA web site, and by FTP.

The NANPA system shall process applications by performing application data validation, resource eligibility verification, and receipt of request and acceptance/rejection notification to clients.

NANPA shall:

- Complete administrative forms online to avoid the need of sending faxes and/or e-mail attachments. Web based tools shall be provided for client use in performing code activities, including Code Requests (Part 1), In Service Notification (Part 4) MTE
- Provide clients with a web-based application that confirms Part 1 data field input accuracy and consistency using drop down menus for all appropriate fields, *e.g.*, OCN, rate area, homing tandem, switch COMMON LANGUAGE® Location Identification (CLLI™)
- Display on its web site the status of each NXX block as (1) available for assignment, (2) pending disconnect, (3) pending change, and (4) pending reclamation and/or suspended

- Provide accurate assignments, avoid rating and/or routing conflicts, and conform to established dialing plans.

7.18.3 NPA Exhaust Relief Planning

The NANPA system shall broadly distribute all meeting notices and IPD via an electronic document distribution system (DDS), providing sufficient advance notice of forecasted exhaust and corresponding anticipated relief meetings.

NANPA shall facilitate and assist regulators in understanding and approving the final industry recommendation for relief and; advise the industry, NANC, and the FCC on its progress and the status of the approval of the NPA Relief Plan.

7.18.4 Federal and State Directives/Orders

NANPA and/or a system application shall be capable of responding to a request by a regulator for assistance and/or advice on a numbering resource issue that may affect existing processes and procedures used today by clients in managing NANP resources.

Upon completion, the analysis shall be posted on the NANPA web page when information becomes releasable so that other clients and interested parties can understand the impact of the selected issue resolution.

NANPA and the system's applications shall be capable of:

- Documenting the impact upon clients in terms of: (1) the resource assignment/change/disconnect application process, (2) the application approval criteria, (3) all application forms, (4) client reports given to NANPA and reports generated by NANPA for use by clients
- Documenting the impact upon: (1) forecast analysis, (2) the timeliness of NPA Relief, (3) the need for rationing and (4) the availability of Numbering Resources.

7.18.5 Federal and State Code Conservation Data

The NANPA system's applications shall provide prompt data updates no later than the next business day after the information has been received. NANPA web site shall be updated in the same timeframe.

The system shall produce timely and accurate documents displaying data and statistics for all numbering resources for viewing by designated clients per confidentiality requirements and data access arrangements specified by appropriate NANP member regulatory authorities.

Clients shall be able to check the status of resources in real-time and "look-up" specific conditions and administrative practices required by local jurisdictions, including dialing and geographic characteristics impacting the assignment and use of numbering resources.

NANPA shall prepare summaries that describe local conditions and geographic characteristics that vary from national guidelines. The system shall also maintain existing NANP administrative duties, and client application processes. The system's application shall be capable of assembling this information so that it is readily available for client access.

7.18.6 CIC Access and Usage Report Processing

Clients shall provide a usage report to NANPA per the industry CIC guidelines.

With respect to CICs subject to reclamation as a result of NANPA's usages analysis, NANPA shall first contact the client to allow for verification and correspondence with its clients. NANPA shall, in accordance with industry guidelines, notify INC of CICs subject to reclamation and simultaneously post this information to the NANPA web site.

The NANPA system shall be capable of accepting CIC usage reports per guideline requirements on January 31 for the period ending December 31 and no later than July 31 for the period ending June 30. These reports shall also be mailed and accepted by the NANPA in paper form.

The client CIC interface specifications and programs and processing used by the NANPA when determining reclamation and recording and storing the status of CIC codes shall be posted on the NANPA web site. Any new specifications and reporting requirements shall be reviewed by the NANC prior to any change.

7.18.7 Contact Information

The NANPA system's applications shall record any contact information provided by resource or subject category. The record shall contain the name, address, telephone number, company name, title and area of responsibility, i.e., code administrator, regulatory liaison (identified state or FCC) and the date the record was verified, entered or updated.

The NANPA system and its applications shall be capable of report generation using any of the entered fields for use by its clients and the NANPA. Such requests shall be accessible through the NANPA's web site.

Clients shall use the data to facilitate contact and correspondence among NANPA, its clients, NANC, and industry forums and standards bodies.

7.19 Web Site

The NANPA vendor shall provide and maintain an Internet web site.

7.19.1 Web Site Content

The NANPA web site shall contain nonproprietary data on all NANP resources administered by the NANPA. It shall also contain links to the industry guidelines, industry committees

and relevant regulatory agencies, and other information to assist clients in obtaining NANP numbering resources and the public with understanding NANP resources. It shall also contain numbers and outcomes of disputes, system availability--unscheduled down time, breaches of security, and statistics concerning comments and complaints regarding the web site.

Table 7-1. Content on the NANPA Web Site

Category	Content
1. NANPA Information	NANPA general information All relevant contact names, updated as necessary Telephone numbers Facsimile numbers E-mail addresses
2. NPA Information	Assigned, reserved for possible geographic relief (Specific areas not indicated) Other non-available NPA codes NPAs assigned by state or region Locations served by NPA Dialing plans per NPA Relief plan, planning and implementation meetings, and implementation status
3. NPA NXX Code Information	NPA-NXX assigned, the carrier to which the NXX is assigned, effective date NPA -NXX test numbers Unavailable NXXs Summary of assigned and available NXXs per NPA During NPA relief activities: current data reflecting relief activity (<i>e.g.</i> , NXX code assignments in each NPA, key dates, etc.)
4. 900 NXX Information	List of assigned 900 NXX codes and the carrier to which the NXX is assigned
5. 500 NXX Information	List of assigned 500 NXX codes and the carrier to which the

Category	Content
	NXX is assigned
6. CIC Information	List of assigned CICs and the carrier to which the CIC is assigned and date assigned.
7. Vertical Service Code Information	List of assigned VSCs and their respective purpose
8. 456 NXX Code Information	List of 456 NXX codes and the carrier to which the NXX is assigned
9. ANI II Digits Information	List of assigned ANI II digits and the stated purpose of the code
10. 555-XXXX Line Number Information	List of 555 line numbers and the carrier/service provide to which the 555-XXXX line number is assigned
11. N11 Service Code Information	List of assigned N11 Service Codes and a description of the service to which the N11 code is assigned
12. 800-855 Number Information	List of assigned 800-855 numbers and the carrier/service provider to which the 800-855 number is assigned
13. Description and details on new numbering resources as may be identified and defined in the future	
14. INC Number Resource Assignment Guidelines	
15. NANPA Information Letters relative to NPA Code Relief (<i>i.e.</i> , notification of assigned NPA and key dates associated with implementation)	
16. Other NANPA information as directed by NANC or appropriate regulatory authorities	
17. NANPA Reports	List of NANPA Reports concerning number resources (does not include enterprise service reports) Annual report (downloadable in a machine-readable form)

Category	Content
	using standard word processing and spreadsheet programs, as appropriate).
18. NANP member countries and any applicable information.	
19. Index of reference documentation also called the Binder of Decisional Principals	FCC related directives State directives under delegated authority Other NANP member nation directives
20. Inquiries	Inquiries by state regulatory commissions, the public, and service providers.

7.19.2 Content Posting

New information and documentation shall be posted to the NANPA web site within one business day of its release.

Information contained on the web site shall be updated within one business day of any change or document release.

7.19.3 Web Site Design

The NANPA web site (www.nanpa.com) shall be reliable and be able to quickly fulfill client expectations. The NANPA's web site shall be designed and maintained to ensure its accessibility according to the following principles:

- Maintain a NANP web site easily accessible by all clients
- Allow web site pages to be navigated by keyboard
- Provide alternative methods to access non-textual content, including images, scripts, multimedia, tables, forms and frames for clients who do not wish to display them
- Use accepted web site features (*e.g.*, drop down menus) to provide information about the purpose and function of web site elements.

7.19.4 Availability and Access

The NANPA web site shall be available 24 hours a day, 7 days a week.

The web site shall be able to support up to 500 simultaneous clients with an average holding time of 0.5 hours.

7.19.5 System Responsiveness

NANPA shall provide rapid response when accessing the web site. NANPA shall provide a system such that a 56 Kbps modem-equipped user will be able to view the complete home page in less than 8 seconds, 95% of the time over any 12-month period.

If a user is experiencing greater than 12 seconds to view the complete home page, the NANPA system shall have the capability to sense this condition. NANPA shall open a trouble ticket to investigate whether the problem is between the web site and the Internet Service Provider (ISP) or is in the NANPA system. If the user reports to the help desk a problem with accessing information on either the web site or the NANPA system, a trouble ticket shall be initiated to determine if an “out of service” condition exists.

7.19.6 Out-of-Service

The NANPA web site shall be operational 99.9% of the time over any 12-month period, excluding scheduled maintenance. NANPA’s inability to deliver services to this level shall be deemed “out of service.” This figure excludes problems due to the customer’s network or equipment.

All scheduled maintenance activities shall occur during non-core business hours, shall require prior approval of the FCC, and shall not exceed a four-hour period unless approved by the FCC.

The NANPA system shall be capable of pinging its ISP(s) every five seconds to confirm that the round-trip latency is less than or equal to 10 milliseconds. If the latency is greater than 10 milliseconds, the connectivity between the web site and ISP(s) shall be considered out of service and a trouble ticket opened.

7.19.7 Out-of-Service Notification

NANPA shall be the point of contact for system recovery. NANPA shall be capable of distributing system status and outage reports to all registered users.

All scheduled maintenance activities shall be approved in advance by the FCC prior to commencing the activity. Once the FCC has approved the scheduled maintenance activity, NANPA shall provide notification to all registered users as to when the activity will begin and end, as well as the impact on the users.

7.19.8 Web Site Privacy

Web site privacy shall be monitored every time content and transaction functionality is added or changed to avoid any risk of exposing the web site to privacy risks and inappropriate access to the content.

7.19.8.1 Privacy Management

Privacy management shall include the rules that govern the collection, use, retention, and distribution of data. It shall address the privacy needs of NANPA's clients by assessing the risks to confidential data; managing the implementation of privacy policies and associated procedures; ensuring on-going compliance; monitoring developments, accommodating changes, and raising awareness within the NANPA's organization; and training NANPA staff.

7.19.8.2 Privacy Compliance

NANPA's privacy practice shall contain details listing the compliance with the Gramm-Leach Bliley Act of 1999 regarding regulating the privacy of personally identifiable, non-public financial information in the United States, and the privacy requirements per the Personal Information Protection and Electronic Documents Act in Canada.

NANPA shall prominently display its privacy statement explaining NANPA's information handling practices.

7.19.8.3 Privacy Breaches

NANPA shall monitor web site access to ensure that identified privacy practices are not compromised in any fashion.

Any web site data privacy breach shall be documented and reported to the affected client and the appropriate regulatory authority. NANPA shall report the web site privacy breach to the FCC.

7.19.9 Maintenance of NANC Chair Web Site

The NANPA vendor shall support and maintain an independent web site, the NANC Chair web site (www.nanc-chair.org). The NANPA vendor is the administrator of the NANC Chair web site and as such shall be required to maintain the web site in the same manner (*e.g.*, accessibility, security) as the NANPA web site.

7.19.9.1 Responsibilities

The NANC Chair web site administrator shall post documents as requested by NANC members, members of the industry and regulatory agencies to post documents to the web site in a timely manner prior to NANC meetings. In addition, the administrator shall post documents and meeting records from the NANC's designated supporting groups, *e.g.*, Working Groups, Issues Management Groups (IMGs) such that those records are easily accessible.

7.19.9.2 Content

The following is a partial list of the content contained on the NANC Chair web site:

- Links to relevant web sites (*e.g.*, FCC, NANPA, INC)
- Specific documentation (*e.g.*, NANC meeting minutes)
- Work Group and IMG documentation (*e.g.*, meeting records, work in progress)
- NANC, Work Group, IMG, and appropriate industry forum meeting dates by calendar year.

Section 8

Reporting

The following section discusses the number resource reports and the web site requirements for NANPA.

NANPA reporting shall take three forms: the first form shall be as an update to a table or document on the NANPA web site; the second form shall be as an electronic attachment to an email distribution list; the third form shall be as paper documents physically distributed at meetings. See Section 7.9, Summary of NANPA Reports for the appropriate form.

NANPA shall provide regular reports on all NANP number resources to the NANP distribution list. NANPA shall provide reports in March and in September on all number resources administered by the NANPA. Reports shall contain a written summary interpreting trends and the impact of new data upon NPAs and the NANP. The report shall contain, at a minimum, the following information:

- Assignments (assigned and available resource)
- Assignment rates
- Historical trends
- Projections (*e.g.*, NPA exhaust)
- Triggers for client action.

NANPA shall report its projection for NANP exhaust after each NRUF data collection cycle. Further, NANPA shall notify the FCC, the NANC and other necessary parties of any significant changes, as they occur, that might substantially alter the NANP exhaust projection.

The report format shall be subject to change and shall include any other information the industry or clients deem necessary. The reports shall be for all resources not in a designated form of jeopardy. For those resources being closely watched, NANPA shall publish reports on a monthly basis when they are high assignment rates and they are in danger of being depleted within two years.

In addition, NANPA shall identify and develop other reports deemed necessary for managing the NANP resource in the future.

8.1 Annual Report

NANPA shall publish this document annually to report on the status of the NANP, NPA, and CO Codes.

The report shall be published during the first quarter of each year. It shall contain the results of the previous year-end NRUF survey results. The annual report shall also be reviewed during the NANC annual performance review process.

The annual report shall contain at a minimum, but not be limited to:

- Brief description of the NANP
- Historical trends
- Highlights/significant milestones reached during previous year
- Current NPA Code assignment listings—Alphabetical by State/Province and in numerical order
- Current list of reserved NPAs
- NRUF forecast results—Current year forecast
- Exhaust projections for individual NPAs and the NANP
- Status of NPA Codes planning or in relief planning
- NPA specific dialing plans
- Description of all numbering resources assigned by the NANPA and appropriate point of contact.
- Activities identified in the Annual Report shall also be placed on the NANPA web site.

8.2 NRUF Report

This report shall be produced and delivered to the FCC, to the NANP member nations, and the NANC. NANPA shall provide aggregated forecast and utilization data to any requesting U.S. state client twice per year consistent with the dates of the NRUF reporting process.

Within ten calendar days of the request, NANPA shall provide to any requesting state a single report containing disaggregated data that contains only the data reported by service providers in that state, so long as the request is made 30 days after the deadline for NRUF reporting and before the subsequent NRUF reporting deadline.

Because state regulatory commissions might wish to perform their own data analyses, NANPA shall provide the data to requesting states via electronic transfer, which may include email, or by computer disk. In the alternative, upon request from a state regulatory commission, NANPA shall provide the data in paper copy form without additional cost.

8.2.1 Data Anomalies

NANPA shall provide a statement of any identified anomalies along with documented explanations for the anomaly in all NRUF reports to assist clients in assessing the reports impact and results.

These reports shall serve several different functions, including the following:

- Assist in interpreting the NRUF data
- Review NANPA's data management and analytical performance
- Assess the effectiveness of number optimization efforts.

8.2.2 Reports to Regulatory Authorities

NANPA shall produce a list of all standardized NRUF data reports offered to clients. The NANPA and state regulatory commissions shall meet annually to determine the reports' format and content. These reports shall be produced by the NANPA upon demand by an appropriate regulatory authority, and at no cost to the requestor. Agreed-upon changes or modifications to these reports shall be at no cost to the requestor.

These reports, once requested by a state regulatory commission, shall be delivered continually until a commission notifies NANPA otherwise. NANPA shall also be prepared to produce a state-level summary of any of the NRUF reports.

Comparison calculations shall properly compensate for the change in geographic coverage of both existing and new NPAs within areas that experienced area code splits during the designated reporting periods.

The list below is not meant to be exclusive of any information, nor of the extent or format of the data requested and required by regulatory authorities and or other clients. These reports shall support a variety of formats, including, but not limited to, text, Microsoft Excel, and Microsoft Access.

Number of carriers in a rate center and/or NPA, identified by type. NANPA shall produce on an as-needed basis a report that identifies the number of carriers that provided a NRUF report in a rate center and/or an NPA categorized by type as defined in FCC Form 502.

Comparison of actual NPA exhaust with past five exhaust projections. To test the assumptions and gauge NANPA's accuracy, NANPA shall produce annually in April and in September reports that compare the actual exhaust dates of an NPA with the NANPA's projections for that NPA over the previous five reporting periods.

Comparison of most recent NPA and NANP exhaust projections with past five exhaust projections. To test the assumptions and gauge the NANPA's accuracy, as well as to identify any problems that need to be addressed immediately, NANPA shall produce

in March and in September reports that compare the most recent projected exhaust dates of NPAs and the NANP with the projected exhaust dates of the previous five reporting periods.

Comparison of aggregated Service Provider (SP) forecasts in a NPA with actual growth, with and without rationing. To gauge the accuracy of SP forecasts, the NANPA shall produce in April and in September reports that compare previous (aggregated) SP forecasts within an NPA with actual code demand for that same NPA.

Comparison of actual unidentified demand with non-forecasted demand growth additive. In order to test the validity of the non-forecasted demand growth additive formula being used, the NANPA shall produce a report in April and in September (after three reporting periods) that compares the output of the formula with the actual quantity of non-forecasted demand that materialized.

CO Code growth rate by NPA. The NANPA shall produce a semi-annual report that provides the CO Code growth rate by NPA for the current and previous five reporting periods. The NANPA shall also produce a report that compares aggregated growth rates in pooled NPAs with growth rates in those NPAs prior to pooling. To test any conclusions drawn from this report, the NANPA shall also compare growth rates over the same period of time in NPAs that have not been pooled.

Aggregated utilization data. The NANPA shall produce, in April and in September, a report that provides aggregated utilization rates by category for every NPA. This report shall include a percentage breakdown of numbers in each category (*e.g.*, assigned, reserved, and aging).

Comparison of data in pooling areas versus non-pooling areas. To begin to test the efficacy of pooling, the NANPA shall produce, in April and in September, a report that compares the utilization rates of a pooled NPA with the aggregated utilization rate in that NPA prior to being pooled. To test any conclusions drawn from this report, the NANPA shall also compare utilization rates over the same period of time in NPAs that have not been pooled.

8.3 NPA Relief Activity Status Report

NANPA shall report the status of NPA relief planning efforts to the FCC and the NANC, and post its report on the NANPA and NANC-chair web sites on a monthly basis. The report shall contain the following categories:

Category	Detail
NPA	NPA needing relief

Category	Detail
Jurisdiction	NANP member country, state, and locality of NPA needing relief
Date Relief Need Identified	Date NANPA determined that relief was needed.
Declaration Date	Date NANPA notified the industry and regulators.
Exhaust Date upon Declaration	Projected exhaust date when the need was declared.
Current Exhaust Date	Current projection for exhaust.
Forecasted Exhaust Date	The exhaust date of the NPA based on the latest NRUF data.
Number of Remaining NXXs	Number of NXXs that are available for assignment.
Number of NXXs Unavailable	Number of NXXs that are unavailable for assignment.
Initial Relief Planning Meeting Notice Date	Date the first NPA relief planning meeting notice was distributed
Actual Filing Date	The date relief plan was actually filed with the appropriate regulatory authority.
Requested Implementation Date	The requested date included in the relief plan when NPA relief shall take place, <i>e.g.</i> , end of mandatory dialing for a split, or the effective date for an overlay. When no date is requested, “none” is indicated.
Requested Relief Type	The recommended NPA relief solution indicated in the relief plan filed with the state commission if the industry was able to reach consensus. In some circumstances, the industry may have reached consensus on more than one alternative.
Requested Approval Date	The date indicated in the relief plan that regulatory authority approval is requested.
Approval Date	The date the relief plan was approved by the regulatory authority.
Approved Relief Type	The type of relief plan approved by the regulatory authority (<i>e.g.</i> split, overlay)
Approved Implementation Date	The date the regulatory authority has directed that the new NPA is to be implemented, <i>e.g.</i> , end of mandatory dialing for a split or the effective date for an overlay. In certain

Category	Detail
	situations, a relief implementation date is not provided. The date may be determined at a later time or a trigger is identified (<i>e.g.</i> , 60 days after the last NXX code is assigned in the existing NPA).
First Scheduled Implementation Meeting	The date of the initial NPA implementation meeting that NANPA shall conduct.
Rationing Date	Date rationing began. If no rationing, leave blank.
Jeopardy Declared	Date on which jeopardy was declared.

8.4 CO Code Activity Status Report

NANPA shall report the CO Code activity status to the FCC and the NANC, and post on both the NANPA and NANC-chair web sites a monthly status report. This report shall reflect the CO Code administration activity by state, and applicable NANP member country.

The report shall contain the following categories:

Category	Detail
New Applications	All applications that NANPA is handling for the first time.
Assignments	The number of applications that resulted in the assignment of a new central office code.
Denied	The number of applications that were denied because the criteria set by the assignment guidelines were not met.
Reclaimed	The number of assigned central office codes reclaimed by the NANPA or returned by the assignee.
Total	The sum of the above categories, equal to the total number of applications processed.

8.5 Other NANP Activity and Status Reports

NANPA shall provide a status report on any activity that occurs with other NANP resources that it administers. These reports shall be provided to the FCC, the NANC and posted on the appropriate web sites on a monthly basis. The reports shall provide details as appropriate to the resource and the activity, including the NANP member country in which the activity occurred.

8.6 Requests for Additional Reports

NANPA may also be requested to produce additional reports as needed by its clients.

NANPA may create and provide data in different formats to accommodate requests to cull data and provide customized reports for a fee that is reasonable and based on its costs. See Section H.

Note that these arrangements shall be reviewed by the NANC and approved by the FCC, but, once approved, the NANPA shall be free to negotiate a reasonable price with requestors.

8.7 Reference Documentation

NANPA shall maintain and make readily available an addendum of reference documentation to assist its clients and other numbering resource users. The list shall include the most recent version of all guidelines and all NANP-related regulatory directives and requirements. This addendum shall be posted on the NANPA web site and updated as needed.

8.8 Standardized Reports for State Commissions

NANPA shall produce a series of standardized reports on CO Codes assignment activity. A weekly report of codes assigned and available by NPA shall be available and, at a minimum, include the following information:

- NPA-NXX
- Use (Vacant, Assigned, Protected, Reserved, Unavailable)
- OCN
- Company
- Rate Center
- Switch
- Initial/Growth
- Assign. Date
- Effective Date.

In addition, NANPA shall provide a report that includes the quantity of CO Codes assigned by NANPA on a monthly basis. The report shall include the following information:

ST—State

NPA—Area code

NPA Status—(*e.g.*, jeopardy, exhausted)

Monthly Rationed Amount

Total Number on Priority List—If an NPA is in rationing and a priority list is used, the total number of code requests on the priority list

Month—Each month of the year and the quantity of codes assigned in that month

Current Month's Return—The total number of codes returned to NANPA and made available for assignment

Year-to-date Returns—The total number of codes returned up through the last reported month

Protected—The number of protected codes

Total Unavailable—The total number of codes unavailable for assignment. These include codes assigned, reserved or otherwise unavailable for assignment

Total Available—The total number of codes available for assignment (i.e., vacant codes).

These reports shall be provided on the NANPA web site.

8.9 Summary of NANPA Technical Reports

Table 8-1. Summary of Technical Reports

Name	Reference	Media	Periodicities
Numbering Plan Area	8.0		Weekly and Monthly. Biannually in March and in September.
Central Office Code Status	4.1, 4.2.2, 4.2.4, 8.0		Assigned and available posted daily; status monthly. Biannually in March and September.
International Inbound NPA Code	8.0		Within 5 days of a new assignment; status monthly. Biannually in March and September.
Personal Communications Service Code	8.0		NRUF form semi-annually; upon any new assignment. Status monthly. Biannually in March and September.
900 Code	8.0		NRUF form semi-annually; upon any new assignment. Status monthly. Biannually in March and September.

Name	Reference	Media	Periodicities
800 Code	8.0		Semi-annually; status monthly. Biannually in March and September.
N11 Code	8.0		Semi-annually; status monthly. Biannually in March and September.
555 Code	8.0		New assignments within 5 days; status, monthly. Biannually in March and September.
Carrier Identification Code	6.18.6, 7.5, 9.5.2.4 3.9		Semi-annual incorporating Entity Usage 1 Access Reports; upon any new assignment. Status monthly. Biannually in March and September.
Vertical Service Code	7.18.6, 8.0		Existing VSCs, new VSCs, and updates; status monthly. Biannually in March and September.
Automatic Number Identification	8.0		Existing ANI, new ANI, and new assignments within 5 business days; status monthly. Biannually in March and September.
Non-Dialable Toll Points	8.0		Semi-annual; status, monthly. Biannually in March and September.
809 Codes	8.0		Semi-annual; status monthly. Biannually in March and September.
Numbering Resource Utilization Form	3.2, 6.0, 6.1.5, 8.0, 8.2.2		Semi-annual on February and August 1st.
Code Relief Planning Report to NANC	5.1.5		Quarterly.
Reserved.			
Reserved.			
Status of Pending Relief Plans	5.1.9		Monthly, to FCC/NANC.
Contact List Maintenance	4.4, 6.1.2, 7.7		Quarterly.
Reserved.			
Reserved.			

Name	Reference	Media	Periodicities
NANP/NPA Exhaust Analysis	6.16, 7.18.1		Contingent upon material impact and semiannually.
NPA/NANP Life Impact	6.1.8		Contingent, within 30 days of receipt of the updated NRUF Report.
Reports to Regulatory Authorities	6.1.9, 8.2.2		Contingent, within 10 days of request following 30 days after the NRUF reporting deadline.
NRUF Anomalies	6.1.11, 6.3.3, 8.2.1		Contingent, in case of unresolvable anomalies, to State Regulatory Commissions or FCC. Also annually.
Reserved.			
Reserved.			
NANC Annual Report	7.10, 7.15, 8.1		Annually during first quarter.
CO Code Growth Rate by NPA	8.2.2		Semi-annually.
Aggregated Growth Rates, Pooled vs. Non-Pooled	8.2.2		Upon demand.
Aggregated Utilization Data	8.2.2		Upon demand.
Utilization Rates, Pooled vs. Prior to Being Pooled, Plus Rates in Non-Pooled NPAs	8.2.2		Upon demand.
NPA Relief Activity Status Report	8.3		Monthly.
Disaggregated Data by State	8.2		By request, 30 days after the deadline for NRUF reporting and before the subsequent NRUF reporting deadline.
Number of Carriers in rate center and/or NPA, by Type	8.2.2		Upon demand.
Comparison of Actual NPA Exhaust, with Past Five Exhaust Projections	8.2.2		Upon demand.
Comparison of Most Recent NPA/NANP Exhaust Projections with Past Five Exhaust Projections	8.2.2		Upon demand.

Name	Reference	Media	Periodicities
Comparison of Aggregated SP Forecasts in a NPA with Actual Growth, with and without Rationing	8.2.2		Upon demand.
Comparison of Actual Unidentified Demand with Non-Forecasted Demand Growth Additive	8.2.2		Upon demand.
Standardized Report for State Commissions on CO Codes Assigned by NANPA	8.4, 8.8		Weekly and monthly.
Part 4 Form Delinquency Notifications	4.4		Contingent, for code holders not submitting Part 4 forms.
Relief Planning Report	5.1.5		Quarterly.

8.10 Summary of NANPA Performance Reports

Table 8-2. Summary of Performance Reports

Name	Reference	Media	Periodicities
Customer Response Rates	2.7.1		Contingent and annual.
Dispute/Plan of Action	2.1.2		Contingent, to be prepared within one business day.
Reserved.			
Reserved.			
Reserved.			
Self-Assessment	7.10, 9.5		Annually and Quarterly to NANC.
Reserved.			
Post-Audit Corrective Action Plan	9.1.4		Within 20 days after receipt of the auditor's report and monthly until completion.
Unauthorized User Access	2.13.5, 7.7.9		Contingent upon occurrence.
System Outage	7.19.7		Contingent upon occurrence to all clients.

Name	Reference	Media	Periodicities
Privacy Breach	7.19.8.3		Contingent upon occurrence, to affected client, regulatory authority, and FCC
Complaints	2.1.2, 7.10		Contingent, to be prepared within one business day.
Reserved.			
Reserved.			

Section 9

Audits and Performance Monitoring

9.1 Audit by FCC

The NANPA shall be subject to audits by the FCC or its designees that include the following:

- Compliance with industry guidelines
- Compliance with regulatory directives
- Conflict of Interest
- Neutrality
- NANPA operations and financial viability
- Record verification
- Facilities
- Security
- Enterprise Services.

9.1.1 Staff Support

NANPA shall provide the FCC or its designees, access during normal business hours to NANPA's staff and books, records, and supporting documentation relating to the NANPA function being audited.

9.1.2 Office Facilities

NANPA shall provide office space, office furnishings, telephone and facsimile service, utilities, office-related equipment, and duplicating services that auditors may require to perform audits.

9.1.3 Audit Results

NANPA shall make audit results available to the public in a limited manner that protects any confidential information. The NANC shall receive a detailed summary of the audit results such that the content shall not identify any service provider.

If any audit results in NANPA being notified that it is not in compliance with any law, regulation, or requirement relating to its administration, NANPA shall be required to take actions to correct any non-compliance.

9.1.4 Compliance

NANPA shall present a corrective action plan to the NANC within 20 days after the receipt of the auditor's report. NANPA shall report monthly on the status of their compliance efforts and notify the NANC upon completion of the corrective action plan.

In the event that NANPA has not met its obligations, all remedies, including termination, may be utilized to correct the default.

NANPA shall bear the complete expense of compliance activities that arise out of the implementation of a corrective action plan.

9.2 Monitoring by NANC

9.2.1 NANPA Client Feedback Survey

The FCC or its designee shall develop a formal feedback survey to permit all clients and industry participants to provide performance assessment data and recommendations to the NANC.

9.2.2 NANPA Annual Operational Review

NANPA shall under go an annual operational review to be conducted by the NANC or its designee.

The operational review shall consist of a review of appropriate NANPA operations and facilities to ensure that NANPA is performing the functions and responsibilities in accordance with the requirements of this contract. The NANPA shall ensure that all data provided to the group conducting the operational review adheres to service provider confidentiality requirements.

The operational review shall at a minimum, contain the following information:

- State of the NANPA job aides and employee tools
- Status of the system
- Status of security plans and disaster recovery activities
- Status of NPA relief planning activities
- Status of NXX assignments
- Status of NRUF data collection and analysis activities
- Status of CIC, 500, 900 and other resources administered

- Status of continuing education programs for employees to ensure a knowledgeable workforce.

9.2.3 Performance Problems and Corrective Action

NANPA shall implement remedial action, at no cost to its clients, to correct any identified performance problems.

NANPA shall develop a Performance Improvement Plan (PIP) that addresses each area identified that requires performance improvement along with a time for completion. The PIP shall be presented to the NANC for review and acceptance prior to implementation. This presentation shall be at the NANC meeting following the NANC acceptance of that year's performance review report.

The annual assessment process shall not preclude telecommunications industry participants from identifying performance problems to the NANPA and the NANC as they occur, and from seeking resolution of such performance problems in an expeditious manner.

9.3 Performance Monitoring

The performance monitoring process shall include, but not be limited to, an internal, documented performance monitoring mechanism to be developed and implemented by NANPA and made available to clients.

9.4 NRUF-Related Measurements

The review of NANPA's responsibilities with respect to how well it discharged its duties related to NRUF shall include the following:

- Identification of all service providers utilizing NANP resources, including the maintenance of an up-to-date list of contacts for each service provider obtained from the semi-annual NRUF report and any subsequently updated contact information
- Distribution of notification of NRUF reporting requirements to all service providers allocated NANP resources
- Timely analysis of data
- Review of data to ensure service provider compliance with reporting requirements, including frequency and granularity
- Timely follow-up with carriers and regulators, as needed to ensure compliance
- Performance of tests for inconsistencies and anomalies

- Accuracy of tests for inconsistencies and anomalies
- Accuracy and timeliness of calculation of exhaust projections for the NANP and individual NPAs
- Timely notification to NANC and industry of problems and unusual activity
- Responsiveness to federal and state regulators
- Responsiveness to industry.

9.5 Self Assessment and Reporting

NANPA shall provide a self-assessment of its performance. An annual and quarterly report shall be delivered to the NANC or its designee within 30 days of the measurement period.

NANPA shall provide the following information:

- Summary of areas in which NANPA experienced difficulty and how NANPA corrected the problem (NANPA internal and client external difficulties included)
- Incidences of client dissatisfaction and a description of the action taken by NANPA to ensure the problem shall not reoccur
- A summary tally of written and oral complaints from clients identified by performance metric
- A summary list of major issues addressed by NANPA including an evaluation of how NANPA's activities influenced the outcome and how this outcome affected NANPA clients.

Section 10

Contract Data Requirements List (CDRL)

All CDRLs shall be approved by the FCC.

10.1 Implementation Plan

The contractor shall provide an Implementation Plan per Section 2.14 within 30 days of contract award.

10.2 Security Plan

The contractor shall provide a Security Plan per Section 7.6 within 45 days of contract award.

10.3 Disaster/Continuity of Operations Plan

The contractor shall provide a Disaster/Continuity of Operations Plan per Section 7.13 within 60 days of contract award.

10.4 NANPA System Transfer List

The contractor shall provide the NANPA System Transfer List per Section 7.17 within 60 days of contract award.

10.5 System Test Plan

The contractor shall provide a System Test Plan per Section 7.12 within 75 days of contract award.

10.6 Change Management Plan

The contractor shall provide a Change Management Plan per Section 4.1 within 90 days of contract award.

10.7 Contract Change Management Plan

The contractor shall provide a Contract Change Management Plan per Section 2.11 within 90 days of contract award.

10.8 Training Plan

The contractor shall provide a Training Plan per Section 4.1 within 105 days of contract award.

10.9 System Maintenance Plan

The contractor shall provide a System Maintenance Plan per Section 7.5 within 120 days of contract award.

10.10 System Documentation Plan

The contractor shall provide a System Documentation Plan per Section 2.15.3 within 135 days of contract award.

10.11 Performance Improvement Plan

The contractor shall provide a Performance Improvement Plan per Section 9.2.3 on an annual basis following the NANC acceptance of each year's performance review report.

10.12 Transition Plan

The contractor shall provide a Transition Plan per Section 2.15.4 180 days prior to contract termination.

Section 11

Enterprise Services

Enterprise services are additional services that may be implemented, for a specific fee, by NANPA. These are described as services that NANPA can provide but are limited to meeting the needs of a limited number of clients.

Enterprise services and their associated fees are subject to prior review by the NANC and approval by the applicable regulatory authorities before they can be implemented and made available to the requestor(s).

11.1 Operating Principles

The following operating principles apply to the provision of enterprise services.

1. The fees associated with enterprise services shall be fair and reasonable.
2. Enterprise service fees for the same service must be the same for all customers.
3. Enterprise services must be performed without jeopardizing NANPA duties and responsibilities.
4. Proprietary/confidential information provided to NANPA shall be protected in the provision of any enterprise service.
5. Fees associated with an enterprise service shall be collected by the NANPA vendor or the designated billing collection depending on the NANC recommendation and FCC approval.
6. Fees for enterprise services are independent of the firm, fixed-price bid.

11.2 Required Enterprise Service

The NANPA vendor is required to support these enterprise services:

1. Provide rating and routing input to the RDBS/BRIDS upon request from code applicants (AOCN function). The information is contained in Part 2 of the CO Code Administration Guidelines. This includes reviewing the information, assisting in the preparation of the information and the actual inputting of the information in the associated databases.
2. Provide input of paper submissions (*e.g.*, NRUF data, CO Code applications), either fax or mailed copies, into the system.

Bidders shall provide in their responses a proposed fee to be charged to the applicant requesting this service in compliance with the operating principles above.

11.3 Audit of Enterprise Services

Any and all approved Enterprise Service(s) will be subject to an audit by an independent auditor.

The NANPA vendor will contract with an auditor to have an audit of all enterprise service offerings the first, third and fifth year of their Term of Administration. The audit report will be conducted during the second quarter of the reporting year and the auditor's report must be provided to the NANC and all appropriate regulatory agencies the third quarter of the reporting year.

11.4 Changes to Scope of Work

The NANPA vendor may request additional funding for services that are a change in scope from the functions, requirements identified within this document.

The NANPA will follow the process as identified in Section 14.1 to seek additional funding to cover the costs associated with providing added services to its client.

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Appendix A

Terms

ANI II Digits. Automatic Number Identification (ANI) II digits are two-digit pairs sent with the originating telephone number. These digits identify the type of originating station.

Table of Assigned ANI Information Digits Codes

DIGITS	DESCRIPTION
00	Plain Old Telephone Service (POTS) - non-coin service requiring no special treatment
01	Multi-party line (more than 2) - ANI cannot be provided on 4 or 8 party lines. The presence of this “01” code shall cause an Operator Number Identification (ONI) function to be performed at the distant location. The ONI feature routes the call to a CAMA operator or to an Operator Services System (OSS) for determination of the calling number.
02	ANI Failure - the originating switching system indicates (by the “02” code), to the receiving office that the calling station has not been identified. If the receiving switching system routes the call to a CAMA or Operator Services System, the calling number may be verbally obtained and manually recorded. If manual operator identification is not available, the receiving switching system (<i>e.g.</i> , an interLATA carrier without operator capabilities) may reject the call.
06	Station Level Rating - The “06” digit pair is used when the customer has subscribed to a class of service in order to be provided with real time billing information. For example, hotel/motels, served by PBXs, receive detailed billing information, including the calling party’s room number. When the originating switching system does not receive the detailed billing information, <i>e.g.</i> , room number, this “06” code allows the call to be routed to an operator or operator services system to obtain complete billing information. The rating and/or billing information is then provided to the service subscriber. This code is used only when the directory number (DN) is not accompanied by an automatic room/account identification.
07	Special Operator Handling Required - calls generated from stations that require further operator or Operator Services System screening are accompanied by the “07” code. The code is used to route the call to an operator or Operator Services System for further screening and to determine if the station has a denied-originating class of service or special routing/billing procedures. If the call is unauthorized, the calling

	party shall be routed to a standard intercept message.
10	Not assignable - conflict with 10X test code
12-19	Not assignable - conflict with international out pulsing code
20	Automatic Identified Outward Dialing (AIOD) - without AIOD, the billing number for a PBX is the same as the PBX Directory Number (DN). With the AIOD feature, the originating line number within the PBX is provided for charging purposes. If the AIOD number is available when ANI is transmitted, code "00" is sent. If not, the PBX DN is sent with ANI code "20". In either case, the AIOD number is included in the AMA record.
23	<p>Coin or Non-Coin - on calls using database access, <i>e.g.</i>, 800, ANI II 23 is used to indicate that the coin/non-coin status of the originating line cannot be positively distinguished for ANI purposes by the SSP. The ANI II pair 23 is substituted for the II pairs, which would otherwise indicate that the non-coin status is known, <i>i.e.</i>, 00, or when there is ANI failure.</p> <p>ANI II 23 may be substituted for a valid 2-digit ANI pair on 0-800 calls. In all other cases, ANI II 23 should not be substituted for a valid 2-digit ANI II pair which is forward to an SSP from an EAEO.</p> <p>Some of the situations in which the ANI II 23 may be sent:</p> <ul style="list-style-type: none"> • Calls from non-conforming end offices (CAMA or LAMA types) with combined coin/non-coin trunk groups. • 0-800 Calls • Type 1 Cellular Calls • Calls from PBX Trunks • Calls from Centrex Tie Lines
24	Code 24 identifies a toll free service that has been translated to a Plain Old Telephone Service (POTS) routable number via the toll free database that originated for any non-pay station. If the received toll free number is not converted to a POTS number, the database returns the received ANI code along with the received toll free number. Thus, this 24 code indicates that this is a toll free service call since that fact can no longer be recognized simply by examining the called address.

25	Code 25 identifies a toll free service call that has been translated to a Plain Old Telephone Service (POTS) routable number via the toll free database that originated from any pay station, including inmate telephone service. Specifically, ANI II digits 27, 29 and 70 shall be replaced with Code 25.
27	Code 27 identifies a line connected to a pay station which uses network provided coin control signaling. II 27 is used to identify this type of pay station line irrespective of whether the pay station is provided by a LEC or a non-LEC. II 27 is transmitted from the originating end office on all calls made from these lines.
29	Code 29 is used to identify lines serving a confinement/detention facility that are intended for inmate/detainee use and require outward call screening (e.g., 0+ collect only service). As per Sect. 276 (d) of the Telecom Act, inmate telephone service is considered included in the general category of payphone service. Accordingly, lines identified with ANI II 29 include both prison/inmate phones/payphones.
30-32	Intercept - where the capability is provided to route intercept calls (either directly or after an announcement recycle) to an access tandem with an associated Talc Operator Services System, the following ANI codes shall be used:
	30 Intercept (blank) - for calls to unassigned directory number (DN)
	31 Intercept (trouble) - for calls to directory numbers (DN) that have been manually placed in trouble-busy state by Talc personnel
	32 Intercept (regular) - for calls to recently changed or disconnected numbers
34	Talc Operator Handled Call - after the Talc Operator Services System has handled a call for an IC, it may change the standard ANI digits to "34", before outpulsing the sequence to the IC, when the Telco performs all call handling functions, e.g., billing. The code tells the IC that the BOC has performed billing on the call and the IC only has to complete the call.
40-49	Unrestricted Use - locally determined by carrier
52	Outward Wide Area Telecommunications Service (OUTWATS) - this service allows customers to make calls to a certain zone(s) or band(s) on a direct dialed basis for a flat monthly charge or for a charge based on accumulated usage. OUTWATS lines can dial station-to-station calls directly to points within the selected band(s) or zone(s). The LEC performs a screening function to determine the correct charging and

	routing for OUTWATS calls based on the customer's class of service and the service area of the call party. When these calls are routed to the interexchange carrier via a combined WATS-POTS trunk group, it is necessary to identify the WATS calls with the ANI code "52".
60	TRS - ANI II digit pair 60 indicates that the associated call is a TRS call delivered to a transport carrier from a TRS Provider and that the call originated from an unrestricted line (<i>i.e.</i> , a line for which there are no billing restrictions). Accordingly, if no request for alternate billing is made, the call shall be billed to the calling line.
61	Cellular/Wireless PCS (Type 1) - The "61" digit pair is to be forwarded to the interexchange carrier by the local exchange carrier for traffic originating from a cellular/wireless PCS carrier over type 1 trunks. (Note: ANI information accompanying digit pair "61" identifies only the originating cellular/wireless PCS system, not the mobile directory placing the call.
62	Cellular/Wireless PCS (Type 2) - The "62" digit pair is to be forwarded to the interexchange carrier by the cellular/wireless PCS carrier when routing traffic over type 2 trunks through the local exchange carrier access tandem for delivery to the interexchange carrier. (Note: ANI information accompanying digit pair "62" identifies the mobile directory number placing the call but does not necessarily identify the true call point of origin.)
63	Cellular/Wireless PCS (Roaming) - The "63" digit pair is to be forwarded to the interexchange carrier by the cellular/wireless PCS subscriber "roaming" in another cellular/wireless PCS network, over type 2 trunks through the local exchange carrier access tandem for delivery to the interexchange carrier. (Note: Use of "63" signifies that the "called number" is used only for network routing and should not be disclosed to the cellular/wireless PCS subscriber. Also, ANI information accompanying digit pair "63" identifies the mobile directory number forwarding the call but does not necessarily identify the true forwarded-call point of origin.)
66	TRS - ANI II digit pair 66 indicates that the associated call is a TRS call delivered to a transport carrier from a TRS Provider, and that the call originates from a hotel/motel. The transport carrier can use this indication, along with other information (<i>e.g.</i> , whether the call was dialed 1+ or 0+) to determine the appropriate billing arrangement (<i>i.e.</i> , bill to room or alternate bill).
	TRS - ANI II digit pair 67 indicates that the associated call is a TRS call delivered to a transport carrier from a TRS Provider and that the call

67	originated from a restricted line. Accordingly, sent paid calls should not be allowed and additional screening, if available, should be performed to determine the specific restrictions and type of alternate billing permitted.
70	Code 70 identifies a line connected to a pay station (including both coin and coinless stations) which does not use network provided coin control signaling. II 70 is used to identify this type pay station line irrespective of whether the pay station is provided by a LEC or a non-LEC. II 70 is transmitted from the originating end office on all calls made from these lines.
80-89	Reserved for Future Expansion “to” 3-digit Code
93	Access for private virtual network types of service: the ANI code “93” indicates, to the IC, that the originating call is a private virtual network type of service call.
95	Unassigned - conflict with Test Codes 958 and 959

AOCN. Administrative Operating Company Number. Also refers to the company that updates Traffic Routing Administration (TRA) databases under contract to a code holder.

Carrier Identification Codes. Carrier identification codes (CICs) are used to route and bill calls in the public switched telephone network. CICs are four-digit codes in the format XXXX. To obtain a CIC, an applicant shall purchase access from an access provider, who shall in turn apply to NANPA for the assignment on behalf of the access purchaser. Reflecting their origin, CICs may be classified as Feature Group (FG) B or (FG) D, depending on the type of access purchased.

Auditor. Neutral Fourth Party vendor selected to audit the telephone number administration and assignment functions for the telephony industry in the United States and all NANP Administrators, including the Pooling administrator.

Bidder. The company submitting a bid response to this RFP.

Billing and Collection Agent. The designated vendor responsible for managing NANPA financial arrangements and payments between the industry and the NANPA administration vendor.

Client(s). The code applicants, code holders, regulatory organizations, and the general public that shall interface with NANPA all the functions and applications contained with this document.

Code Holder. The code holder is the LERG assignee of the NPA-NXX.

Contractor. The winning bidder for NANPA.

Easily Recognizable Codes. When the second and third digits of an area code are the same, that code is called an easily recognizable code (ERC). ERCs designate special services; *e.g.*, 888 for toll-free service.

Enterprise Services. Functions performed by the Administrator that are outside of the requirements and responsibilities detailed within this proposal and associated industry guidelines and regulatory orders.

Feature Group B. Provides trunk side access to telephone company end office switches with an associated uniform 950-XXXX access code for an InterExchange Carrier's use in originating and terminating communications.

Feature Group D. Provides trunk side access to telephone company end office switches with an associated 101XXXX access code for an InterExchange Carrier's use in originating or terminating communications; no access code is required for calls to an InterExchange Carrier over Feature Group D switched access service if the end-user's telephone number is subscribed to that InterExchange Carrier.

Knowledge Base. A database provided on a Support Web Site programmed with application-specific, self-help information, that is constantly being improved, added-to, and updated based on information gathered from use of the Application.

INC. The Industry Numbering Committee (INC) is an industry forum operating under the auspices of the Alliance for Telecommunications Industry Solutions (ATIS). Their mission is to provide an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the NANP area.

ITU Study Group. There are 15 ITU study groups that focus on a variety of topics. See: <http://www.itu.int/ITU-T/studygroups/>

NCS Pearson. NCS Pearson is a global provider of applications, services, and technologies for education, testing, assessment, government and complex data management. See: <http://www.ncspearson.com/>

N11 Codes. Service codes, commonly called N11 codes because of their format, are used to provide three-digit dialing access special services. In the U.S., the FCC administers N11 codes, and recognizes only 211, 311, 511, and 711 as nationally assigned.

211	Community Information and Referral Services
311	Non-emergency Police and Other Governmental Services (U.S.)
411	Local Directory Assistance

511	Traffic and Transportation Information (U.S.)
611	Repair Service
711	Telecommunications Relay Service (TRS)
811	Business Office
911	Emergency

NANC. The NANC is a Federal Advisory Committee established pursuant to the United States Federal Advisory Committee Act, 5 U.S.C., App. 2 (1988) (FACA). The NANC was established to advise the FCC and other NANP member countries on issues related to NANP administration, and to advise the Commission on local number portability administration issues in the United States. The NANC also develops policy recommendations on numbering issues, initially resolves disputes and provides guidance to the PA as well as the NANPA.

The NANC's Charter under the FACA provides that, in carrying out its responsibilities, the NANC shall assure that all NANP administrators support the following policy objectives:

1. That the NANP facilitates entry into the communications marketplace by making numbering resources available on an efficient, timely basis to communications service providers;
2. That the NANP does not unduly favor or disfavor any particular industry segment or group of consumers;
3. That the NANP does not unduly favor one technology over another;
4. That the NANP gives consumers easy access to the public switched telephone network; and
5. That the NANP ensures that the interests of all NANP member countries are addressed fairly and efficiently, fostering continued integration of the NANP across NANP member countries.

NANP. North American Numbering Plan (NANPA) is the basic numbering scheme for the public switched telecommunications networks in the following 19 countries (formerly known as World Zone 1): Anguilla, Antigua & Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, and the United States. The format of the NANP is in compliance with International Telecommunications Union (ITU) standards as detailed in Recommendation E.164.

NXX. The format of an NPA code or a central office code (N=2-9, X=0-9)

Ported Telephone Numbers. This refers to the ability to maintain a subscriber's TN while changing vendors.

Rate Area. Identifies the geographic area used to distinguish rating and billing boundaries.

Term of Administration. Shall be for the period of time between February 2003 and January 2008. At any time prior to the termination of the initial or subsequent Term of Administration, the Term of Administration may be renewed up to five years in length with the approval of the NANPA vendor and the appropriate regulatory authorities.

Query. The ability to request and retrieve data stored in the NANPA system

Respondent. The company submitting a bid response to this RFP.

Subcontractor. One not in the employment of the contractor, who is performing designated services and functions contained within this document.

U.S. Department of State Study Group A.

Vertical Service Codes. Vertical service codes (Viscous) are customer-dialed codes that provide customer access to features and services provided by local exchange carriers, interexchange carriers, CMRS, etc. Services invoked by Viscous include call forwarding, automatic callback, customer originated trace, and many others. The format of a VSC is *XX or *2XX (touch-tone) and 11XX or 112XX (rotary). For example, call forwarding is activated by dialing *72 or 1172.

Appendix B

Interface Contact Information

Current NANPA Vendor

NeuStar

Ron Conners

NANPA Director

1120 Vermont Ave. N. W., Suite 550

Washington DC 20005

Telephone: 202-533-2650

Pooling Administrator

NeuStar

Barry Bishop

Director Thousand Block Pooling Administration

200 South Wacker, Suite 3400

Chicago IL 60606

Telephone: 312-706-6255

Number Portability Administration Center

NeuStar

200 South Wacker, Suite 3400

Chicago, IL

Telephone: 1-888 NPAC HELP

LERG

Telcordia Technologies

Traffic Routing Administration

8 Corporate Pl. 3N141

Piscataway, NJ 08854-4156

Phone: 732-699-6700

MBI Administration

NCS Pearson

Mitch Kaufman
MBI Administration Account Management
Phone: 703-435-8255

Linda Link
MBI Administration Account Management
Phone: 651-683-6208

Contact information is included to facilitate responses to this document by potential bidders and is not intended to endorse the particular organizations listed.

Appendix C

Index to the Binder of Decisional Principles

A Compilation of Numbering Rules, Orders, and Industry Agreements

Date of Last Update

8/24/01

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FCC Numbering Documents

Topic	Release	Adopted	Caption	Action
CICs	FCC 97-125	4-7-97	In the Matter of Administration Of The North American Numbering Plan Carrier Identification Codes (CICs); Petition for Rulemaking of VarTec Telecom., Inc.	Second Report And Order
CICs	FCC 97-364	10-09-97	Administration of the North American Numbering Plan Carrier Identification Codes	Further Notice of Proposed Rulemaking and Order
CICs	DA 97-1524	7-18-97	In the Matter of Administration of the North American Numbering Plan Carrier Identification Codes (CICs)	Order On Reconsideration, Order On Application For Review, And Second Further Notice Of Proposed Rulemaking
CICs	FCC 97-386	10-22-97	In the Matter of Administration of the North American Numbering Plan, Carrier Identification Codes (CICs)	Order On Reconsideration, Order On Application For Review, And Second Further Notice Of Proposed Rulemaking
CICs	DA 97-2439	11-20-97	In the Matter of Administration of the North American Numbering Plan Carrier Identification Codes (CICs)	Order
CICs	DA 98-412	3-3-98	North American Numbering Council Presents Report And Recommendations Concerning Use And Assignment Of Carrier Identification Codes (CICs) (CC Docket No. 92-237)	Public Notice
CICs	DA 98-828	5-1-98	In the Matter of Administration of the North American Numbering Plan Carrier Identification Codes (CICs)	Declaratory Ruling
CICs	FCC 00-255	7/21/00	In the Matter of Implementation of the Subscriber Carrier Selection Changes Provisions of the Telecommunications Act of 1996, Policies and Rules Concerning Unauthorized Changes of Consumers Long	Third Report and Order and Second Order on Reconsideration

Topic	Release	Adopted	Caption	Action
			Distance Carriers	
CICs	DA 01-1519	6-26-01	Common Carrier Bureau Directs The NANPA To Make Available For Assignment Additional Feature Group D Carrier Identification Codes	Public Notice
Local Competition	FCC 99-227	4-19-96	In The Matter Of Implementation Of The Local Competition Provisions In The Telecommunications Act Of 1996	Notice Of Proposed Rulemaking
Local Competition	FCC 99-170	8-1-96	In The Matter Of Implementation Of The Local Competition Provisions In The Telecommunications Act Of 1996; Interconnection Between Local Exchange Carriers And Commercial Mobile Radio Service Providers	First Report And Order
Local Competition	FCC 96-333	8-8-96	In The Matter Of Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996; Interconnection Between Local Exchange Carriers And Commercial Mobile Radio Service Providers; Area Code Relief Plan For Dallas And Houston. Ordered By The Public Utility Commission Of Texas; Administration Of The North American Numbering Plan; Proposed 708 Relief Plan And 630 Numbering Plan Area Code By Ameritech-Illinois	Second Report And Order And Memorandum Opinion And Order
Local Competition	FCC 99-227	8-23-99	In The Matters Of Implementation Of The Telecommunications Act Of 1996: Telecommunications Carriers' Use Of Customer Proprietary Network Information And Other Customer Information; Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996; Provision Of Directory Listing Information Under The Telecommunications Act Of 1934, As Amended	Third Report And Order In CC Docket No. 96-115, Second Order On Reconsideration Of The Second Report And Order In CC Docket No. 96-98, And Notice Of Proposed Rulemaking In 99-273
Local Competition	FCC 99-170	7-12-99	In The Matters Of Implementation Of The Local Competition Provisions Of The	First Order On Reconsideration

Topic	Release	Adopted	Caption	Action
			Telecommunications Act Of 1996; Interconnection Between Local Exchange Carriers And Commercial Mobile Radio Service Providers; Area Code Relief Plan For Dallas And Houston, Ordered By The Public Utility Commission Of Texas; Administration Of The North American Numbering Plan; Proposed 708 Relief Plan And 630 Numbering Plan Area Code By Ameritech-Illinois	
Local Competition	FCC 99-243	9-13-99	In The Matters Of Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996; Interconnection Between Local Exchange Carriers And Commercial Mobile Radio Service Providers; Area Code Relief Plan For Dallas And Houston, Ordered By The Public Utility Commission Of Texas; Administration Of The North American Numbering Plan; Proposed 708 Relief Plan And 630 Numbering Plan Area Code By Ameritech-Illinois; Petition For Declaratory Ruling Regarding Area Code Relief Plan For Area Codes 508 And 617, Filed By The Massachusetts Department Of Public Utilities; New York Department Of Public Service Petition For Expedited Waiver Of 47 C.F.R. Section 52.19(C)(3)(Ii)	Third Order On Reconsideration Of Second Report And Order And Memorandum Opinion And Order

Topic	Release	Adopted	Caption	Action
N11 Codes	FCC 92-203	5-4-92	In The Matter Of The Use Of N11 Codes And Other Abbreviated Dialing Arrangements	Notice Of Proposed Rulemaking
N11 Codes	FCC 97-51	2-18-97	In The Matter Of The Use Of N11 Codes And Other Abbreviated Dialing Arrangements	First Report And Order And Further Notice Of Proposed Rulemaking
N11 Codes	FCC 00-257	7-21-00	In The Matter Of The Use Of N11 Codes And Other Abbreviated Dialing Arrangements	Second Report And Order
N11 Codes	FCC 00-256	7-21-00	In The Matter Of Petition By The United States Department Of Transportation For Assignment Of An Abbreviated Dialing Code (N11) To Access Intelligent Transportation System (Its) Services Nationwide; Request By The Alliance Of Information And Referral Systems, United Way Of America, United Way 211 (Atlanta, Georgia), United Way Of Connecticut, Florida Alliance Of Information And Referral Services, Inc., And Texas I&R Network For Assignment Of 211 Dialing Code; The Use Of N11 Codes And Other Abbreviated Dialing Arrangements	Third Report And Order And Order On Reconsideration
N11 Codes	FCC 00-327	8-24-00	In The Matter Of Implementation Of 911 Act; The Use Of N11 Codes And Other Abbreviated Dialing Arrangements	Fourth Report And Order And Third Notice Of Proposed Rulemaking CC Docket No. 92-105 Notice Of Proposed Rulemaking Wt Docket No. 00-110

Topic	Release	Adopted	Caption	Action
NRO/State Orders	FCC 98-224	9-11-98	In The Matter Of Petition For Declaratory Ruling And Request For Expedited Action On The July 15, 1997 Order Of The Pennsylvania Public Utility Commission Regarding Area Codes 412, 610, 215, And 717; Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996	Memorandum Opinion And Order And Order On Reconsideration [“Pennsylvania Order”]
NRO/State Orders	FCC 99-248	9-15-99	In The Matter Of California Public Utilities Commission Petition For Delegation Of Additional Authority Pertaining To Area Code Relief And NXX Code Conservation Measures	Order
NRO/State Orders	FCC 99-249	9-15-99	In The Matter Of Florida Public Service Commission Petition To Federal Communications Commission For Expedited Decision For Grant Of Authority To Implement Number Conservation Measures	Order
NRO/State Orders	FCC 99-246	9-15-99	In The Matter Of Massachusetts Department Of Telecommunications And Energy's Petition For Waiver Of Section 52.19 To Implement Various Area Code Conservation Methods In The 508, 617, 781, And 978 Area Codes	Order
NRO/State Orders	FCC 99-247	9-15-99	In The Matter Of New York State Department Of Public Service Petition For Additional Delegated Authority To Implement Number Conservation Measures	Order
NRO/State Orders	FCC 99-260	9-28-99	In The Matter Of Maine Public Utilities Commission Petition For Additional Delegated Authority To Implement Number Conservation Measures	Order
NRO/State Orders	DA 99-2635	11-30-99	In The Matter Of Petition Of The Ohio Public Utilities Commission For Delegation Of Additional Authority To Implement Number Conservation Measures	Order

Topic	Release	Adopted	Caption	Action
NRO/State Orders	DA 99-2636	11-30-99	In The Matter Of Petition Of The Public Utility Commission Of Texas For Expedited Decision For Authority To Implement Number Conservation Measures	Order
NRO/State Orders	DA 99-2633	11-30-99	In The Matter Of Connecticut Department Of Public Utility Control's Petition For Delegation Of Additional Authority To Implement Area Code Conservation Measures	Order
NRO/State Orders	DA 99-2637	11-30-99	In The Matter Of Petition Of The Public Service Commission Of Wisconsin For Delegation Of Additional Authority To Implement Number Conservation Measures	Order
NRO/State Orders	DA 99-2634	11-30-99	In The Matter Of New Hampshire Public Utilities Commission's Petition For Additional Delegated Authority To Implement Number Optimization Measures In The 603 Area Code	Order
NRO/State Orders	DA 01-2013A1	8-23-01	In the Matter of Numbering Resource Optimization, Implementation of the Local Competition Provisions of the Telecommunications Act of 1996, Connecticut Department of Public Utility Control Expedited Petition for Additional Authority, Michigan Public Service Commission Petition for Additional Delegated Authority to Implement Number Conservation Measures, Petition of the North Carolina Utilities Commission for Additional Delegated Authority to Implement Number Optimization Measures	Order

Topic	Release	Adopted	Caption	Action
Number Resource Optimization	DA 98-2265	11-6-98	Common Carrier Bureau Seeks Comment On North American Numbering Council Report Concerning Telephone Number Pooling And Other Optimization Measures	Public Notice
Number Resource Optimization	FCC 99-122	5-27-99	In The Matter Of Numbering Resource Optimization; Connecticut Department Of Public Utility Control Petition For Rulemaking To Amend The Commission's Rule Prohibiting Technology-Specific Or Service-Specific Area Code Overlays; Massachusetts Department Of Telecommunications And Energy Petition For Waiver To Implement A Technology-Specific Overlay In The 508, 617, 781, And 978 Area Codes; California Public Utilities Commission And The People Of The State Of California Petition For Waiver To Implement A Technology-Specific Or Service-Specific Area Code	Notice Of Proposed Rulemaking
Number Resource Optimization	FCC 00-104	3-17-00	In The Matter Of Numbering Resource Optimization	Report And Order And Further Notice Of Proposed Rule Making
Number Resource Optimization	DA 00-1549	7-11-00	Common Carrier Bureau Responses To Questions In The Numbering Resource Optimization Proceeding	Public Notice
Number Resource Optimization	DA 00-1616	7-20-00	In The Matter Of Numbering Resource Optimization; Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996; Petition Of The Arizona Corporation Commission For Delegated Authority To Implement Number Conservation Measures; Petition Of The Colorado Public Utilities Commission For Additional Delegated Authority To Implement Number Resource Optimization Measures; Petition Of The Georgia Public	Order

Topic	Release	Adopted	Caption	Action
			<p>Service Commission For Additional Delegated Authority To Implement Number Conservation Measures; Indiana Regulatory Commission Petition For Additional Delegated Authority To Implement Number Conservation Measures; Iowa Utilities Board Petition For Delegation Of Additional Authority And Request For Limited Waiver; Public Service Commission Of Kentucky's Petition For Additional Delegated Authority To Implement Number Conservation Measures; Missouri Public Service Commission Petition For Additional Delegated Authority To Implement Number Conservation Measures In The 314, 417, 573, 636, 660 And 816 Area Codes; Nebraska Public Service Commission Petition For Delegation Of Additional Authority To Implement Area Code Conservation Methods In The 402 Area Code; North Carolina Utilities Commission Petition For Additional Delegated Authority To Implement Number Optimization Measures; Petition Of The Oregon Public Utility Commission For Expedited Decision For Authority To Implement Number Conservation Measures; Petition Of The Pennsylvania Public Utility Commission For Delegated Authority To Implement Number Conservation Measures; Petition Of The Tennessee Regulatory Authority For Additional Delegated Authority To Implement Numbering Conservation Methods; Petition Of The Utah Public Service Commission For Accelerated Grant Of Authority To Implement Number Conservation Measures; Petition Of The Virginia State Corporation Commission For Expedited Decision On Delegation Of Authority To Implement Number Conservation Measures; Washington Utilities And Transportation Commission's Amended Petition For Additional Delegated Authority</p>	

Topic	Release	Adopted	Caption	Action
			To Implement Number Conservation Measures	
Number Resource Optimization	FCC 00-280	7-31-00	In The Matter Of Numbering Resource Optimization	Order
Number Resource Optimization	FCC 00-429	12-7-00	In The Matter Of Numbering Resource Optimization; Petition For Declaratory Ruling And Request For Expedited Action On The July 15, 1997 Order Of The Pennsylvania Public Utility Commission Regarding Area Codes 412, 610, 215, And 717	Second Report And Order, Order On Reconsideration In CC Docket No. 96-98 And CC Docket No. 99-200, And Second Further Notice Of Proposed Rulemaking In CC Docket No. 99-200
Number Resource Optimization	DA 01-386	2-13-01	In The Matter Of Numbering Resource Optimization; Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996; Petition Of The Louisiana Public Service Commission For Expedited Decision For Additional Delegated Authority To Implement Numbering Conservation Measures; Petition Of The Maryland Public Service Commission For Additional Delegated Authority To Implement Number Conservation Measures; Massachusetts Department Of Telecommunications And Energy Petition For Delegation Of Additional Authority To Implement Number Conservation Measures In Massachusetts; New Jersey Board Of Public Utilities Petition For Delegated Authority To Implement Number Conservation Measures	Order
Number Resource Optimization	[None]	3-13-01	FCC Releases Numbering Resource Utilization Report; Report Shows That Number Optimization Measures Adopted By The FCC Are Improving Phone Number Usage Efficiency	News

Topic	Release	Adopted	Caption	Action
Number Resource Optimization	DA 01-656	3-13-01	In The Matter Of Numbering Resource Optimization; Implementation Of The Local Competition Provisions Of The Telecommunications Act Of 1996; Indiana Utility Regulatory Commission's Petition For Additional Delegated Authority To Implement Number Optimization Measures; Indiana Utility Regulatory Commission's Request For Expedited Ruling And Second Supplement To Petition For Additional Delegated Authority To Implement Number Conservation Measures; Minnesota Public Utilities Commission Petition For Additional Delegated Authority To Implement Number Conservation Measures; Missouri Public Service Commission's Petition For Delegation Of Authority To Implement Number Pooling In The 816 Area Code; Petition Of The Oklahoma Corporation Commission For Expedited Decision For Delegation Of Authority To Implement Number Conservation Measures; Petition Of The Tennessee Regulatory Authority For Additional Delegated Authority To Implement Number Conservation Measures; Vermont Public Service Board's Petition For Additional Delegated Authority To Implement Number Conservation Measures; Petition Of The Public Service Commission Of West Virginia For Additional Delegated Authority To Implement Number Conservation Measures	Order
Number Resource Optimization	FCC 00-333	8-31-01	In The Matter Of Numbering Resource Optimization	Order

Topic	Release	Adopted	Caption	Action
Local Number Portability	FCC 96-286	7-2-96	In The Matter Of Telephone Number Portability	First Report and Order and Further Notice of Proposed Rulemaking
Local Number Portability	FCC 97-74	3-6-97	In The Matter Of Telephone Number Portability	First Memorandum Opinion and Order on Reconsideration
Local Number Portability	FCC 97-289	8/14/97	In The Matter Of Telephone Number Portability	Second Report and Order

Topic	Release	Adopted	Caption	Action
NANP Administration	FCC 95-019	1-12-95	In the Matter of Proposed 708 Relief Plan and 630 Numbering Plan Area Code by Ameritech – Illinois	Declaratory Ruling and Order
NANP Administration	FCC 95-283	7-13-95	In The Matter Of The Administration of the North American Numbering Plan	Report and Order
NANP Administration	FCC 97-372	10-09-97	In The Matter Of The Administration of the North American Numbering Plan / Toll Free Service Access Codes	Third Report and Order
NANP Administration	DA 01-1210	5-14-01	Re: Petition of the Connecticut Department of Public Utility Control for Authority to Conduct a Voluntary Unassigned Number Porting Trial	Letter

Canadian Numbering Documents

The Canadian information to be included in the binder is currently under discussion in the Canadian Steering Committee on Numbering (CSCN). The binder shall be updated to reflect the outcome of their discussions.

Current contact information:

Brenda Stevens, CRTC, 819-953-8882

Glenn Pilley, CNA, 613-563-7242

Doug Birdwise, CSCN Chair, 613-781-4366

CNA website: www.cnac.ca

ATIS Sponsored Committees

Carrier Liaison Committee (NIIF, OBF, INC, Toll Fraud Prevention)
Committee T1
Committee O5 - Wood Poles
Generic Requirements Users Group
Internetwork Interoperability Test Coordination Committee
Interactive Voice Response (IVR) Forum
International Forum for ANSI-41 Standards Technology (IFAST)
Network Reliability Steering Committee
Network and Services Integration Forum (NSIF)
Protection Engineers Group
Text Telephone (TTY) Forum
Telecommunications Industry Forum

ATIS Sponsored Committee Documents - INC Documents

Doc Number	Title	Date
INC 95-0407-008	Central Office Code (NXX) Assignment Guidelines, with Appendices and Forms	Aug 2001
INC 01-0515-028	Guidelines for the Administration of Telephone Numbers	May 2001
INC 94-0429-002	555 NXX Assignment Guidelines, and Forms	Aug 2001
INC 95-0407-009	Personal Communication Services N00NXX Code Assignment Guidelines	Aug 2001
INC 99-0127-023	Thousands-Block Number (NXX-X) Pooling Administration Guidelines	Aug 2001
INC 95-0127-006	Carrier Identification Code Assignment Guidelines	Jan 2001
INC 94-0826-003	International Inbound NPA (INT/NPA/NXX) Assignment Guidelines	Jan 2001
INC 01-0108-027	INC Report on Unassigned Number Porting (UNP)	Jan 2001
INC 97-0404-012	900 NXX Assignment Guidelines	Aug 2001
INC 97-0404-016	NPA Code Relief Planning and Notification Guidelines	Jul 2001
INC 96-0802-015	Vertical Service Code Assignment Guideline	Feb 2000
INC 96-0308-011	NPA Allocation Plan & Assignment Guidelines	Feb 2000
INC 95-0512-010	INC Report on PCS N00 Portability	Aug 1999
INC 98-0713-021	Location Routing Number Assignment Practices	Jul 1998
INC 97-0606-018	500/900 Report on LEC Number Portability	Jul 1998
INC 97-0131-017	Uniform Dialing Plan	Jul 1998
INC 96-0802-014	Toll Free Resource Exhaust Relief Planning	Jul 1998

Doc Number	Title	Date
	Guidelines	
INC 94-0401-001	800-855 Number Assignment Guidelines	Jul 1998
INC 98-0116-020	ANI Information Digit Codes	Sep 1998
INC 95-0127-005	INC Administrative Guidelines	Jan 1998
INC 96-0607-013	INC Report on Number Portability	Jul 1996
ICCF96-0411-014	555 Technical Service Interconnection Arrangements	Apr 1996
ICCF95-0735-013	Procedures for Change in E.164 Country Code Assignments	Jul 1995
INC 95-0407-007	INC Terminology & Definitions	Mar 1995

ATIS Sponsored Committee Documents - NIIF Documents

Title	Date
NIIF Reference Document, Version 3.1	Jun 2001
NRRIC Educational Document: “Intracompany Responsibilities within the Telecommunications Industry”	May 2001
Service Provider Identification (SPI) Alternatives Report	May 2001
Company Specific Contact Directory	Jan 2001
Guidelines for Reporting Local Number Portability Troubles in a Multiple Service Environment	Dec 2000
Telecommunications Relay Service	Dec 1999
Cellular Document/Interface Matrix	Dec 1999
AIN/IN Trigger Usage in a Multi-Provider Environment	Jun 1999
Interconnection Template Document	Oct 1998
Implementing POTS IAM Priority Level 0 Matrix	Jun 1998
Recommended Notification Procedures to Industry Changes in Access Network Architecture (ICCF92-0726-004)	Jun 1998
Network Capabilities Supporting Line Level LSP Identification	Apr 1998
NIIF LNP Interconnection Testing Document	Jan 1998
877 Industry Test Plan	Jan 1998
Illinois FCC Field Trial Test Plan for LNP	Jan 1998
NIAC Working Document “Specialized Routing in a Competitive Local Exchange Environment”	Nov 1997
Technical Interconnection Arrangements for 500-Like Non-Geographic Services (ICCF96-0913-015)	Nov 1997
Network Testing Committee Reference Document	Apr 1997
SS7 Cause Codes & Tones and Announcements Document	Mar 1997

Title	Date
Interconnection Between LECs Operations Handbook	Jan 1997
ICCF Report on Rating and Routing in a Competitive Local Environment (ICCF96-1220-016)	Dec 1996
NOF 888 Industry Test Plan	Sep 1995
SS7 Point Code Exchange Specifications and Medium Requirements	
NIIF Principles & Procedures, Version #7	
555 Technical Service Interconnection Arrangements, IITP Phases	

ATIS Sponsored Committee Documents - OBF Documents

Title	Date
Exchange Message Interface, Issue 18, Revision 1	Apr 2001
Small Exchange Carrier Access Billing Guideline, Issue 7	Apr 2001
ASR Mechanized Specifications, Version 23	Feb 2001
Multiple Exchange Carrier Access Billing Guidelines, Issue 7	Feb 2001
ASR Mechanized Specifications, Version 23	Jan 2001
Equal Access Subscription-Customer Account Record Exchange, Issue 12	Jan 2001
Design Layout Report-Industry Support Interface, Issue 7	Dec 2000
DLR-Mechanized Interface Specifications, Issue 4	Dec 2000
CABS Auxiliary Report, Issue 4	Nov 2000
Electronic Communications Ordering Guidelines	Oct 2000
Local Service Ordering Guidelines, Issue 5	Aug 2000
Access Service Request Guidelines, Version 22	Apr 2000
Multiple Exchange Carriers Ordering and Design (MECOD)	Mar 2000
CABS PICC Dispute File Specifications	Nov 1999
Industry Guidelines for Toll Free Number Administration, Issue 12	Oct 1999
Telecommunications Service Priority (TSP) Guidelines	Jun 1999
Generic Design Layout Report, Issue 4	May 1999
Local Service Request Guidelines, Issue 4	Apr 1999
Trunk Group Service Request, Issue 4	Mar 1997
Application/Order Form-Physical Fiber Arr, Issue 1	Mar 1994
Expanded Interconnection Application/Order Form-Physical Fiber Arrangement, Issue 1	Mar 1994

Title	Date
Expanded Interconnection Application/Order Form-Virtual Fiber Arrangement, Issue 1	Mar 1994
Common Transport Trunk Group Performance Data, Issue 2	Sep 1990
Service Correction Notification, Issue 1	Sep 1990
Test Line Directory Dictionary, Issue 1	Dec 1989

ITU Numbering Documents:

Copies of these documents can be obtained by purchasing them from the ITU.

The details can be obtained by accessing the ITU web site at www.itu.int.

E.164 - The International Public Telecommunication Numbering Plan
E.164.1- Criteria and Procedures for the Reservation, Assignment, and Reclamation of E.164 Country Codes and Associated Identification Codes (ICs)
E.169 Application of Recommendation E.164 Numbering Plan for Universal International Freephone Numbers for International Freephone Service
E.168 Application of E.164 Numbering Plan for UPT
E.190 Principles and Responsibilities for the Management and Assignment of E Series International Numbering Resources
E.191 B-ISDN Numbering and Addressing

LNPA Working Documents Applicable to NANC

All documents are available on the Web at www.fcc.gov/ccb/Nanc/

EDR Migration Strategy, Jun 2000
Third Report on Wireless Wireline Integration, Dec 2000
CTIA Second Wireless Number Portability Report, Jun 2001
Wireless Number Portability Subcommittee Inter-carrier Test Plan 1.2, Jun 2001
Change Management Test Plan, Jun 2001
NPAC SMS Change Management Process
LNPA Task Force Status Report, (6/18/97)

Final Report & Recommendation, (4/25/97)
<ul style="list-style-type: none"> • Architecture & Administration Plan for Number Portability • Technical & Operational Requirements Task Force Report • Inter-Service Provider LNP Operations Flows • Inter-Service Provider LNP Operations Flows Provisioning
Architecture Planning Task Force
Functional Requirements Specification (NANC FRS)
Interoperable Interface Specification (NANC IIS)

Telecommunications Industry Association (TIA) Documents:

Standards documents can be found listed at <http://global.his.com>

Glossary

AOCN	Administrative Operating Company Number.
ANI	Automatic Number Identification Information Integers
ANSI	American National Standards Institute
ATIS	Alliance for Telecommunications Industry Solutions
BRADS	Bellcore Rating Administrative Data System
BRIDS	Business Rating Input Database System
CDRL	Contract Data Requirements
CIC	Carrier Identification Code
CLEC	Competitive Local Exchange Carrier
CLLI™	COMMON LANGUAGE® Location Identification
CMRS	Commercial Mobile Radio Service
CO	Central Office
COTS	Commercial Off-the-Shelf
CRTC	Canadian Radio Television and Telecommunications Commission
CSCN	Canadian Steering Committee on Numbering
CTIA	Cellular Telecommunications Internet Association
DDS	Document Distributions System
ERC	Easily recognizable (area) code
EFT	Electronic File Transfer
FACA	Federal Advisory Committee Act
FAQ	Frequently Asked Question
FCC	Federal Communications Commission
FCS	First Customer Release
FG A,B,C,D	Feature Group A, B, C, D
ILEC	Incumbent Local Exchange Carrier
IMG	Issues Management Group
INC	Industry Numbering Committee
IPD	Initial Planning Documents
IPR	Intellectual Property Rights
ISP	Internet Service Provider
ITU	International Telecommunication Union

LARG	Local Access Routing Guide
LATA	Local Access Transport Area
LEC	Local Exchange Carrier
LERG	Local Exchange Routing Guide
LIDB	Line Information Database
LLC	Limited Liability Corporation
LNP	Local Number Portability
MBI	Mobile Block Identifier
MDN	Mobile Directory Number
MIN	Mobile Identification Number
MTE	Months-to-Exhaust
NANC	North American Numbering Council
NANP	North American Numbering Plan
NANPA	North American Numbering Plan Administration
NASC	Number Administration Service Center (Toll-Free 800/866/877/888 database)
NIIF	Network Interconnection and Interoperability Forum
NIST	National Institute of Standards and Technology
NOWG	NANPA Oversight Working Group
NPA	Numbering Plan Area (Area Code)
NPAC	Number Portability Administration Center
NRUF	Number Resource Utilization Form
OCN	Operating Company Number
ONI	Operator Number Identification
OSS	Operator Services System
PA	Pooling Administrator
PCS	Personal Communications Service
PIP	Performance Improvement Plan
POTS	Plain Old Telephone Service
PSC	Public Services Commission
PSTN	Public Switched Telephone Network
PUC	Public Utilities Commission
RDBS	Routing Database System (database from which LERG is created)
SP	Service Provider
SPOC	Single Point of Contact
STrP	Software Transition Plan

TBD	To Be Discussed
TN	Telephone Number
TRA	Traffic Routing Administration
TRS	Telecommunications Relay Service
TSB	Technical Standards Bureau
VSC	Vertical Service Code